

Evaluation Report for an Archaeological Collections Center for the Presidio Trust San Francisco, California

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Series No. 6



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of Engineers®**

St. Louis District

Mandatory Center of Expertise for the Curation and
Management of Archaeological Collections

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13. ABSTRACT (Maximum 200 words) At the request of the Presidio Trust of San Francisco, California, the U.S. Army Corps of Engineers Mandatory Center of Expertise for the Curation and Management of Archaeological Collections (MCX-CMAC), located at the St. Louis District, assessed archaeological collections and associated documentation generated from archaeological investigations conducted within the boundaries of the Presidio of San Francisco and performed an architectural evaluation of its current collections facility (Building 230). MCX-CMAC staff assessed 82.2 cubic feet from Presidio Trust artifact collections and an unknown amount of associated documentation. Both the artifact and record collections require complete rehabilitation to comply with federal regulation 36 CFR Part 79, Curation of Federally-Owned and Administered Archeological Collections. Additionally, because Building 230 will be demolished in the next 10 years, MCX-CMAC also evaluated three additional buildings (40, 41, and 1287) for possible use as potential long-term collections repositories. MCX-CMAC provided the Presidio Trust with a conceptual design for physical improvements to Building 230 that would be necessary for the proper curation of the archaeological collections for the next 10 years.				
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Evaluation Report for an Archaeological Collections Center for the Presidio Trust San Francisco, California

by

Heather Pobst and Daryl Atchley

With Contributions by
Jennifer Riordan

Christopher B. Pulliam
and
Michael K. Trimble
Editors

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Executive Summary

Project Background

Federal archaeological collections are a significant, non-renewable nationally significant resource. Proper curation of federal collections is outlined in 36 CFR Part 79, Curation of Federally-Owned and Administered Archeological Collections. Unfortunately, funding shortfalls and lack of knowledge by federal agency officials have resulted in the deterioration of collections that are stored in a manner substandard to established federal guidelines.

The Presidio of San Francisco served as a U.S. Army base from 1846 to 1994. In 1994, it was transferred to the National Park Service (NPS) and is now part of the Golden Gate National Recreation Area. The Presidio, as it is called, is a registered National Historic Landmark District. In 1996, the U.S. Congress established the Presidio Trust to manage the Presidio in partnership with NPS. The Presidio Trust manages the interior lands of the Presidio while NPS manages the areas along the coast.

Archaeological materials were collected from the Presidio of San Francisco lands both prior to and following the transfer of the lands to NPS and the establishment of the Presidio Trust. Control of archaeological collections (artifacts and records) gathered when the Presidio was a U.S. Army base was transferred to the NPS. However, the long-term care of archaeological collections made from the lands managed by the Presidio Trust is the responsibility of the Trust. Building 230, which was established jointly by both the Presidio Trust and NPS, holds archaeological collections for both agencies.

The Presidio Trust is in its incipient years of managing its archaeological collections and, therefore, required an assessment of its current collections and collections policies to evaluate their status of compliance with 36 CFR Part 79. The Presidio Trust contracted with the U.S. Army Corps of Engineers Mandatory Center of Expertise (MCX) for the Curation and Management of Archaeological Collections in the St. Louis District to assess their archaeological collections and Building 230 for compliance with 36 CFR Part 79. Additionally, because Building 230 will be demolished in the next 10 years, the MCX was asked to evaluate three additional buildings for possible use as collections repositories.

Methods

St. Louis District personnel conducted a site visit in September 2004. The MCX team assessed the features of Building 230 and the Presidio Trust archaeological

collections within that building for compliance with 36 CFR Part 79. The team then evaluated three additional buildings that were selected by Presidio Trust staff—Buildings 40, 41, and 1287—in order to determine if they could adequately serve as a future collections repository for Presidio Trust collections. Finally, MCX recorded upgrades necessary for Building 230 in order for it to more properly serve as a curation facility over the next 10 years.

Results

MCX staff viewed and assessed 82.2 ft³ from Presidio Trust archaeological collections. No human remains are located within the collections. Presidio Trust artifact storage, preservation, access, and accountability require complete rehabilitation to meet the current federal guidelines as outlined in 36 CFR Part 79. For example, in order to comply with the standards in 36 CFR Part 79.9 (a) and 79.9 (b) (5) (ii), the MCX has adopted storage and labeling guidelines that include, but are not limited to, (1) placing artifacts in 4-mil polyethylene zip-lock bags with acid free inserts listing project information, (2) housing the artifacts in archival cardboard boxes with acid-free labels attached to the fronts in plastic sleeves, and (3) preparing inventory lists for each box.

Presidio Trust records currently are commingled with NPS records and must be separated. Once separated they will require complete rehabilitation to comply with existing federal guidelines and standards of archival preservation. Standards established by the MCX to comply with 36 CFR Part 79.9 (a) and 79.9 (b) (5) (ii) include, but are not limited to. (1) arranging documents in a logical order, (2) removing materials from acidic file folders, (3) removing of all extraneous items (e.g., paper clips, staples, etc), and (4) placing the documents in acid-free, archival quality primary and secondary containers labeled in indelible ink. In addition, a finding aid for the records should be produced.

Presidio Trust artifacts should be moved so that they are not stored directly under or near the uncovered windows in Building 230 [see 36 CFR Part 79.9 (b) (5) (ii)]. In order to address the requirement in the regulations to protect the collections from such things as insects and rodents [see 36 CFR Part 79.9 (b) (5) (ii)], regular pest monitoring should be implemented, and better segregation among public areas, the administrative areas, and collections storage is needed. Maintaining physically secure conditions, as outlined in 36 CFR Part 79.9 (b) (3), is an issue that needs to be addressed.

The Presidio Trust lacks most of the necessary written collections management or administrative policies needed to comply with 36 CFR Part 79.9 (b) (1) and 79.9 (b) (3). The Presidio Trust is currently in negotiations with NPS in order to adapt or adopt the NPS Museum Management Handbook to the Presidio Trust archaeological collections. The MCX recommends that in order to comply with the definition of curatorial services in the curation regulations [36 CFR Part 79.4 (b)] and the standards in 36 CFR Part 79.9, a repository minimally needs a written collections management policy that includes discussions of an inventory plan, an accession and deaccession policy, a catalog

system, a curation policy, a records storage policy, a disaster/emergency management plan, an access/use of collections policy, loan policy, and an integrated pest management plan. Currently, the Presidio Trust maintains a catalog system and a collections database, and it has established a loan policy that is based on NPS standards and policies.

Currently the Presidio Trust employs only one full-time collections specialist to handle all curation-related work. This number is inadequate. The multiple tasks required of this person require, at a minimum, an additional qualified museum professional such as a curator, registrar, or archivist.

Building 230 includes a total floor area of 10,547 square feet, with approximately 1,381 square feet assigned to collections storage. The MCX has made a number of primary recommendations for Building 230 that would provide a reasonably functional, accessible, comfortable, safe, and secure facility for use as a curation, laboratory, and educational facility for the next 10 years. These recommendations were balanced with the knowledge that the building will be demolished within this time and costly changes are not likely to be implemented.

The floor plan proposed by the MCX (Chapter 4) combines all collection storage within one room at the rear of the building, segregating the collections from the public space. Physical separation would provide greater security for the collections [see 36 CFR Part 79.9 (b) (3)] and would allow for the use of an upgraded mechanical system better suited for heating, ventilation, and humidity control specifically targeted at the proper collections environment [see 36 CFR Part 79.9 (b) (5) (ii)]. Additionally, the roof should be replaced, and the doors and floors should be repaired and made compliant with the Americans with Disabilities Act (ADA). The total cost estimated for these primary tasks is \$172,000.

Secondary recommendations for Building 230 are those that the MCX encourages, but whose high implementation cost compared with the relatively short remaining life span of the building may be prohibitive. These include implementing seismic upgrade modifications, if necessary; preparing and painting the exterior wood siding and trim; and installing a new zoned heating, ventilation, filtration, and humidity control system for the building. The total cost estimated for these secondary tasks is \$359,000.

None of the three other buildings evaluated by the MCX as future curation repositories are recommended for use as such. Buildings 40 and 41 were assessed for use as both a collections repository and for archaeological laboratory use, curatorial and archaeological office space, and an educational/exhibit area. Both buildings lack the space required for the proposed tasks and the layout of the buildings is not conducive to proper collections management and security. Additionally, the necessary code improvements to the building would not only be costly, but would further decrease the space available for collection storage and other tasks. Both buildings also lack loading docks and

adequate truck maneuvering space to allow for receiving and shipping of collections and curation materials.

Building 1287 was inspected as a potential collections repository only, with no planned laboratory, office, or public spaces since the structure is an underground bunker. The MCX does not recommend the use of Building 1287 as a collections facility. Although the building provides adequate space, humidity problems and mold growth in the facility would be a serious long-term concern for the collections, even with updated mechanical systems. Failure of a system for even a few days could allow mold growth, potentially causing irreversible damage to the collections. Additionally, the building lacks adequate fire/emergency exits, fire and security alarms, and a sprinkler system. Finally, there is no space for the construction of a loading dock or even adequate truck maneuvering space near the building; moving collections and supplies would prove difficult.

Editor's Note: Some U.S. Navy archaeological collections are stored in a small, one-room bunker at the Naval Submarine Base Point Loma in San Diego, California. This bunker, which originally functioned as a morgue, was renovated to include steel doors, a concrete floor, a cooling system, and two-ply epoxy paint. At the time of our assessment for the Navy of this facility in 1999 there was no fire-detection or fire-suppression systems in place for the bunker. In addition, there was no pest management program, and there was only one entrance into and out of the bunker. The deficiencies noted above for Building 1287 are also evident in this building.

Introduction

Federal archaeological collections are a significant, non-renewable nationally significant resource. Regrettably, curation of many federal archaeological collections has been ignored or poorly administered by the responsible federal agencies. The result has been the steady deterioration of these resources. To begin addressing this issue, the federal government passed archaeological collections regulations in 1991—36 CFR Part 79, Curation of Federally-Owned and Administered Archeological Collections—that outline the proper procedures for the long-term care of federally owned collections and include standards for the both the collections’ administration and the physical standards necessary for housing and protecting these resources. All federal agencies are required to house and administer their collections in accordance with 36 CFR Part 79.

History of the Presidio of San Francisco

The Presidio of San Francisco is located within the 75,500-acre Golden Gate National Recreation Area, the world’s largest national park in an urban setting (Figure 1). The Presidio of San Francisco is registered as a National Historic Landmark District (NHLD). The Presidio, which is south of the Golden Gate Bridge and adjacent to San Francisco, California, comprises 1,491 total acres, with 991 acres of open space.

Prior to the arrival of the Spanish in 1776 the Ohlone Indians intermittently occupied the land on which the Presidio is located. Upon arrival, the Spanish military constructed a fort at the site, which served as the northernmost outpost of Spanish rule in California. The fort was intended to discourage the southern expansion of Russian colonists from Alaska. The Spanish Presidio also provided military

protection for the Mission San Francisco de Asis, which was founded in 1776 and is located a few miles southeast of the Presidio.

In 1821, following the Mexican War for Independence, the Presidio was occupied by Mexican forces. By 1835 most of the Mexican garrison had been transferred to Sonoma, and in 1846, following the Mexican–American War, the fort was occupied by U.S. military forces. The U.S. military found that the existing structures were in poor condition; therefore, most original buildings were demolished or over-built by U.S. military construction. The Presidio served as a U.S. Army base until 1994. In 1989, under the Base Closure and Realignment Act, the Presidio was designated for closure; transfer of the property to the National Park Service (NPS) of the Department of the Interior was completed in 1994.

Two years after the transfer to NPS, the U.S. Congress established the Presidio Trust to manage the Presidio in partnership with NPS, and created boundaries to aid in the management of the Presidio. All areas along the coast (Area A) are managed by NPS, while all interior lands (Area B) are managed by the Presidio Trust (Figure 2). The Presidio Trust is tasked with preserving, conserving, and managing all resources within their designated area.

The Trust receives funding from an annual appropriations bill through the U.S. Congress and the Executive Branch. However, the funding level decreases each year and the Trust must become a self-sufficient entity by 2013. Non-federal funds are brought into the Presidio Trust through the leasing of land and buildings within the Presidio to businesses and residential entities.



Figure 1. Site plan of the Presidio of San Francisco.

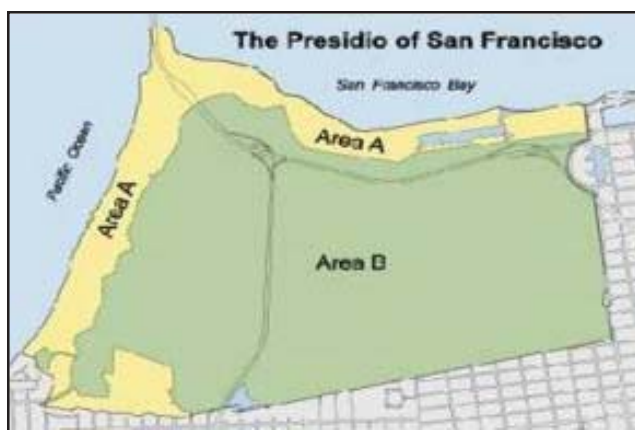


Figure 2. Ownership boundaries within the Presidio.

Presidio Archaeological Collections

Both prior to and following the transfer of land to NPS and the designation of the Presidio Trust, archaeological collections were made on Presidio land. Control of archaeological collections gathered when the Presidio was a U.S. Army base (from 1846 to 1994) was transferred to NPS. Upon the establishment of the Presidio Trust, however, any archaeological collections made within Area B fall under the management control and legal responsibility of the Presidio Trust. Although ownership of some of the collections from Area B is unclear, the management of these collections is the responsibility of the Presidio Trust. Negotiations between NPS and the Presidio Trust regarding ownership, collections management, facilities, compliance, and long-term planning are ongoing.

Presidio Trust archaeological collections are composed of materials recovered through archaeological monitoring, isolated finds, and excavations. Archaeological contractors have conducted monitoring and excavation projects on the Presidio, and field schools have been sponsored within the Presidio by the Presidio Trust, the Golden Gate Recreation Area (NPS), Cabrillo University, Stanford University, and the University of California, Berkeley. All such archaeological investigations have been conducted by qualified personnel with supervision from both agencies. Archaeological collections and associated documentation from the field schools, which comprise the bulk of the Presidio Trust's collections, are currently on loan with the participating

universities and eventually will be turned over to the Presidio Trust for curation.

Because the Presidio is designated an NHL, all historic archaeological materials and architectural features are considered contributing features to the NHL and no separate state designated site numbers are assigned to each identified resource within the NHL. All historic archaeological collections from Area B (Presidio Trust managed lands) are referred to as PT (Presidio Trust) collections. However, any prehistoric sites that are discovered within the NHL are not considered part of the contributing features; therefore, these sites receive individual state site numbers.

Scope of Project for Presidio Trust

As part of its preservation responsibilities, the Presidio Trust currently houses archaeological collections and other material cultural collections found on Presidio Trust lands and in Presidio Trust buildings. These collections are subject to 36 CFR Part 79. In order to establish a baseline for archaeological curation compliance, the Presidio Trust funded an assessment of its current archaeological collections and policies.

The Presidio Trust currently houses archaeological collections in Building 230, which serves as a collections repository, an archaeology laboratory, office space for curatorial and archaeological personnel, and an educational area. Building 230 is slated for demolition in the next five-to-ten years because of a highway construction project. At that time, a new repository and laboratory will be needed to house the Presidio Trust archaeological collections.

Over the last 15 years, the U.S. Army Corps of Engineers Mandatory Center of Expertise for the Curation and Management of Archaeological Collections has worked with many federal agencies in evaluating collections and collections facilities in accordance with 36 CFR Part 79. The MCX was contracted by the Presidio Trust in 2003 to:

- (1) assess its current archaeological collections, collections policies, and collections facility (Building 230);
- (2) provide architectural evaluations of potential long-term collections facilities located on Presidio Trust property (Buildings 40, 41, 230, and 1287); and
- (3) provide a conceptual design for physical improvements to Building 230 that would be necessary for the proper curation of the archaeological collections over the next 10 years.

Only artifacts that are the responsibility of the Presidio Trust were evaluated by MCX. Therefore, while the presence of NPS collections was noted, they were not included in any assessment.

Methods

In September 2004, personnel from MCX visited the Presidio Trust to accomplish the three tasks listed above. First, the team visited the Presidio Trust's current Archaeology Laboratory (Building 230). Building 230 serves as the current storage facility for the Trust's archaeological collections, including all archaeological artifacts and associated collection documentation. MCX personnel then visited three additional buildings—Buildings 40, 41, and 1287—to assess their potential for serving as curation facilities. The activities completed by MCX during the site visit to the Presidio involved the following five tasks.

- (1) Building 230 was evaluated to determine if it complies with the standards for repositories as specified in 36 CFR Part 79.9. Standard forms completed by MCX personnel (Appendix X) addressed topics such as structural adequacy, space utilization, environmental controls, security, fire detection and suppression, pest management, and utilities. Data was gathered both by observation and through discussion with the collections manager.
- (2) Material remains were examined and evaluated as to their condition and compliance with 36 CFR Part 79.9. All information was recorded on standardized forms (Appendix 1 and 2) that captured information on (a) the type and condition of the storage units; (b) the type and condition of the primary and secondary storage containers; (c) the extent of container labeling; (d) the extent of laboratory processing; and (e) the presence, absence, and condition of human remains within the collection. Storage units are defined as shelves, cabinets, or other units on which primary containers are stored. Primary containers are the boxes or other containers that house the artifacts or groups of artifacts within the storage unit. Secondary containers include the bags or vials that hold the individual artifacts within the primary containers.
- (3) All associated records were examined to determine the types of records that are present and their condition. Types of documents can include project and site reports, administrative files, field records, curation records, and photographic records. Additionally, MCX staff reviewed the Presidio Trust's written and administrative policies regarding archaeological collections. All information was recorded on standardized forms by MCX personnel, and results are reported in reference to compliance with 36 CFR Part 79.9.
- (4) Buildings 230, 40, and 41 were evaluated architecturally as sites for the archaeology laboratory, public educational space, and collections storage facility. Building 1287 (Battery Howe–Wagner) was evaluated solely as a potential collections storage facility.
- (5) MCX personnel recorded the necessary improvements required for Building 230 to continue to house the Presidio Trust archaeological records and objects for the next five-to-ten years. MCX then determined the costs associated with these proposed alterations.

Report Preparation

This report is the written document that details the results of the evaluations conducted by the MCX. The second chapter of the report contains the results of the assessment of Building 230 and the Presidio Trust archaeological collections stored within that building for compliance with 36 CFR Part 79. Recommendations for collections upgrade are included. Chapter 3 contains the architectural evaluations of Buildings 230, 40, 41, and 1287. Chapter 4 includes recommended physical improvements for Building 230 to better accommodate curation functions over the next 10 years, with the cost estimates for these improvements.

2

Presidio Archaeology Lab, Building 230

Curation Assessment

Collections Summary

Volume of Artifact Collections: 82.2 ft³

Compliance Status: Presidio Trust artifact storage, preservation, access, and accountability require complete rehabilitation to meet the current federal guidelines as outlined in 36 CFR Part 79. For example, in order to comply with the standards in 36 CFR Part 79.9 (a) and 79.9 (b) (5) (ii), the MCX has adopted storage and labeling guidelines that include, but are not limited to, (1) placing artifacts in 4-mil polyethylene zip-lock bags with acid free inserts listing project information, (2) housing the artifacts in archival cardboard boxes with acid-free labels attached to the fronts in plastic sleeves, and (3) preparing inventory lists for each box. Note: The 82.2 ft³ represents the volume of the collections currently located in Building 230 and does not include materials on loan at participating universities and contracting agencies.

Linear Feet of Records: Unknown Amount (commingled with NPS records)

Compliance Status: Presidio Trust records will require complete rehabilitation to comply with existing federal guidelines and standards of archival preservation. Standards established by the MCX to comply with 36 CFR Part 79.9 (a) and 79.9 (b) (5) (ii) include, but are not limited to. (1) arranging documents in a logical order, (2) removing materials from acidic file folders, (3) removing of all extraneous items (e.g., paper clips, staples, etc), and (4) placing the documents in acid-free, archival quality primary and secondary containers labeled in indelible ink. In addition, a finding aid for the records should be produced.

Human Skeletal Remains: No human skeletal remains are stored at the Presidio Archaeology Lab.

Status of Curation Funding: Curation of the Presidio Trust archaeological collections is financed with funds appropriated by Congress and the Executive Branch.

Date of Visit: September 13–17, 2004

Points of Contact: Dr. Sannie Osborn, Historical Archaeologist, and Liz Clevenger, Archaeological Collections Specialist

Building Condition and Structural Adequacy

Presidio Trust archaeological collections and associated records are housed in the Presidio Archaeology Lab, Building 230 (Figure 3). Building 230 is located on the outermost edge of Area B of the Presidio complex, on the corner of Gorgas Avenue and Doyle Drive. In addition to



Figure 3. Exterior view of Building 230, the Presidio Archaeology Lab.

housing Presidio Trust archaeological collections, Building 230 also houses the NPS archaeological collections and associated records. The MCX evaluated only the Presidio Trust collections and collections areas, although the presence of the NPS collections was noted.

Building 230, which was built in 1917, serves as a combination collections facility, archaeology laboratory, educational/exhibit area, library, and office space. It is divided into two sections. The forward two-thirds include the main entrance to the building, a small exhibit area, a research/discussion area, restrooms, NPS artifact storage, NPS and Presidio Trust record storage, offices, a washing and processing area, a library, a darkroom, and a kitchen. The rear one-third consists of a room, separated by two sets of double-swinging doors, that serves as a storage area for field equipment and the Presidio Trust and NPS collections.

Building 230 is easily accessible from major city streets and highways and has ample parking for visitors and researchers. The building is located in an earthquake zone along the San Andreas Fault. The building foundation is poured concrete with a wood-siding exterior and a shingle roof. The staff indicates that there were no observable cracks or leaks in either the foundation or the roof. Windows, which have wood frames with metal bar overlays, are not completely airtight or watertight. Roof ventilators, which allow air to vent to the exterior, are covered to prevent heat loss in the fall and winter and to keep birds and pests from entering the repository.

Building utilities include running water, restrooms, and telephone and electrical services.

Heating, Ventilating, and Air Conditioning Systems

A forced-air heat system furnishes the building's heating needs. Roof ventilators are covered to prevent heat loss in the fall and winter and to keep birds and pests from entering the repository. Three temperature and relative humidity recorders are present in Building 230: one in the front collections space, one in the rear collections space, and one in the office space.

Space Allocation and Hazardous Chemical Storage

Building 230 encompasses 10,547 ft² and is divided into the following components: receiving/loading dock, artifact storage area, artifact holding area, artifact washing area, artifact processing laboratory, temporary artifact storage area, hazardous materials storage area, exhibit area, photographic dark room, refrigeration units, materials/supplies storage area, mechanical/utility areas, library, kitchen, and offices. A museum specimen cabinet is used for special leather items and for spent ordnance. Hazardous substances (e.g., acetone and acryloid B72) are stored in a locked cabinet next to the artifact washing and processing area (Figure 4). An emergency eye wash/shower is located in Building 230, but no fume hood has been installed.



Figure 4. Hazardous chemicals cabinet in Building 230.

Security System

Building 230 has an intrusion alarm system that is wired directly to the U.S. Park Police. Other repository security features include motion detectors, controlled access to sensitive collections (e.g., leather materials and spent ordnance) and dead-bolt and keyed locks. All windows are secured with window locks and metal bars. The loading/receiving dock doors are secured with simple locking devices (i.e., rope and nails). The main entrance to Building 230 is unlocked during business hours, and visitors enter into a small exhibit area. No security measures are in place to prevent visitors from wandering into the artifact curation area; however, one staff member is always present when the building is unlocked during business hours. There have been no reported episodes of unauthorized entry at Building 230.

Fire Detection and Suppression

Fire detection measures include smoke detectors and manual fire alarms that are located throughout the building. The repository fire alarms are wired directly to the Presidio Fire Department. A wet-pipe sprinkler system provides fire suppression. Fire extinguishers are also present at key locations throughout Building 230.

Custodial Service and Pest Management

The building is cleaned weekly by a contracted janitorial staff, and trash is removed on a weekly basis by the janitorial staff. The collections specialist monitors and controls pests on an as-needed basis. A professional pest management company sprays the facility twice a year. No infestations have been noted by the collections specialist or the other staff in the building. The loading dock area is sometimes open for circulation, which provides an avenue for pests to enter the facility. The Presidio Trust collections have never been infested; however, in the event of an infestation, the collections specialist would contact the Presidio Integrated Pest Management Office to assist in mitigating the problem. The Presidio Trust does not have a written integrated pest management plan for its archaeological collections.

Building 230 Compliance with 36 CFR Part 79

In order for Building 230 to comply with the repository standards set forth in 36 CFR Part 79.9, the Presidio Trust should address the issues listed in Table 1.

Table 1.
Building 230 Compliance with 36 CFR Part 79

Factor in 36 CFR 79	Compliance Status	Factor Attributes Required	Present	Absent
Environmental Controls	Not Compliant	Air Conditioning Regulation		X
79.9 (b) (5) (ii)		Heat Regulation	X	
		Humidity Monitoring and Regulation		X
		Janitorial Regulation	X	
		Dust Regulation (filters)		X
Security	In Compliance	Detection (intrusion alarm, keypads)	X	
79.9 (b) (3) (iii)		Deterrent (guards, TV monitors)		X
		Deterrent (controlled access, key locks, dead-bolt locks)	X	
Fire Safety	In Compliance	Fire detection (wired/manual alarms)	X	
79.9 (b) (3) (ii)		Fire Suppression (sprinkler)	X	
		Fire Suppression (fire walls, extinguishers)	X	
Pest Management	Not Compliant	Janitorial Regulation	X	
79.9 (b) (5) (ii)		Regular Pest Monitoring		X
		Regular Pest Control		X

Archaeological Collections Storage

Archaeological materials are stored in two rooms—the records storage area and the back storage room. These rooms share common features with the rest of Building 230 in terms of building condition, structural adequacy and utilities, environmental controls, security system, fire detection and suppression, and pest management. Any differences or particular attributes for each collections area are noted below for the separate areas. MCX staff evaluated only the Presidio Trust collections, although the presence of the NPS collections was noted.

Building 230—Records Storage Area

The records storage area, a small office area in the southwest part of the building, encompasses approximately 150 ft² and currently holds all archaeological records and documents for the Presidio Trust and NPS archaeological collections. No objects or artifacts are housed in this area. The area also serves as a temporary workstation for volunteers and researchers. The records storage area is 90–95% full. Temperature and humidity are monitored near the records storage area in the adjacent office space. A storage cabinet for flammable and hazardous materials is approximately three hundred feet from the records storage area. The floor load is sufficient to support the weight of the materials currently held and those slated to be placed there in the future. There are no immediate plans to use the records storage area for activities other than storage of archaeological records.

Records Housing Summary

Presidio Trust and NPS records are commingled within the records storage area; therefore, it was not possible to determine the exact extent (linear feet) of Presidio Trust documents. Because most of the Trust archaeological collections are isolated finds, most of the records generated for this material consist of electronic artifact inventories and administrative and collection paperwork. Field school records, along with the field school artifacts, are still stored with the sponsoring universities (i.e., Stanford and the University of California, Berkeley).

Documents in the records storage area are stored in four standard-sized metal filing cabinets, on



Figure 5. Metal file cabinets in records storage area.

metal shelving units, in banker's boxes, on wooden desk tops, and on the floor (Figure 5). Record types include maps and reports, and field, photographic, analysis, administrative, and miscellaneous records for both Presidio Trust and NPS collections. Reports are arranged within cabinet drawers by the author's last name; however, other record formats are not arranged in any specific order.

Within the storage units, the documents are stored in a variety of secondary containers, including acidic manila folders and envelopes, colored folders, plastic folder covers, spiral and bound notebooks, and three-ring binders. Some documents are stored loose within the drawers (Figure 6). Staples, paper clips, and tape are present on many of the documents.



Figure 6. Records stored on metal shelves and desk tops in the records storage area.

Security or preservation copies of most of the paper records are stored off-site at the NPS archives and the Presidio Trust library, but no security copies have been made of the photographic materials and the maps.

Building 230—Artifact Storage Area (Back Storage Room)

The back storage room currently holds all archaeological collections from the Presidio Trust (except those collections on loan at several universities), along with a few NPS collections. The room, which also houses field equipment, is at 80–90% capacity. The doors leading to the back room are unlocked at all times, but individuals can enter the room only with permission from the curatorial staff (Figure 7). A loading/receiving dock door is located within this room and is locked at all times, except when loading and unloading field equipment. Temperature and humidity are monitored in the back storage room.



Figure 7. Door leading to the back storage room.

The Presidio Trust archaeological collections are stored near the window. These windows are not covered (e.g., commercial shades, blinds). The floor load is sufficient to support the weight of the materials currently held and those slated to be placed there in the future. There are no immediate plans to use the back room for activities other than storage of archaeological collections and field equipment.

Objects Housing Summary

Presidio Trust archaeological objects are housed on metal shelving units in chloroplast® boxes and acidic bankers boxes (Figure 8). Oversized artifacts are stored loosely on the bottom shelves. Boxes have adhesive labels attached to the fronts or are directly labeled in marker. Labels list any combination of the following information: project, site number (if applicable), field site/feature number, material class, provenience, and box number.

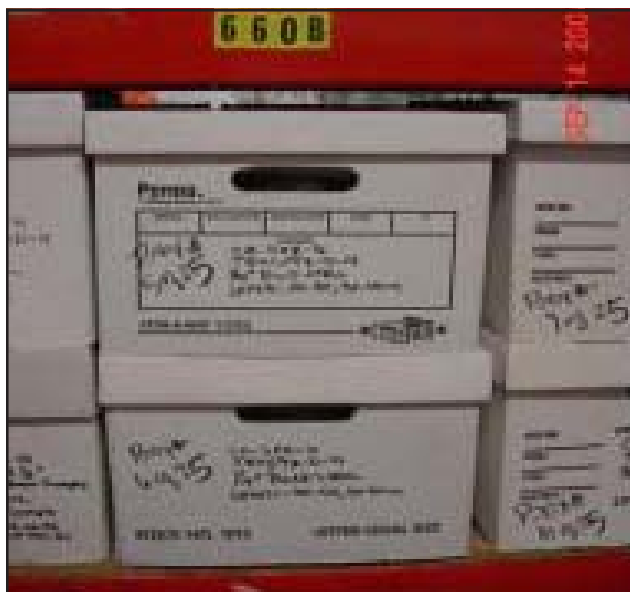


Figure 8. Close-up view of boxes of Presidio Trust collections.

Within the boxes, artifacts are stored in plastic 2-mil zip-lock bags. The bags are in good condition with few visible punctures (Figure 9). Loose artifacts have attached cotton string tags or other attached paper. Bags are directly labeled in marker with the project, catalog number, location, material class, description, and date. All artifacts have been sorted and cleaned. Artifacts are sorted by project and year and are directly labeled with the catalog number.

Human Remains Summary

There are no human remains associated with Presidio Trust collections in any area of Building 230.



Figure 9. Secondary containers for Presidio Trust artifacts

Collections' Compliance with 36 CRF Part 79

Presidio Trust archaeological collections within Building 230 are in various stages of processing. In order to comply with the standards in 36 CFR Part 79.9 (a), the MCX has established storage and labeling guidelines for collections and records, including the major rehabilitation tasks. Tables 2 and 3 lists the relation of these tasks to the Presidio Trust collections.

Table 2.
Status of Presidio Trust Documents in Compliance with 36 CFR Part 79

Task	Complete	Incomplete
Arrange records in logical order		X
Place in archival quality secondary containers		X
Label secondary containers with pencil or indelible ink		X
Place records in fireproof cabinets or archival cardboard boxes with acid-free labels		X
Produce a formal finding aid document		X
Make preservation/security copies and store off-site	X	

Table 3.
Status of Presidio Trust Objects for Compliance with 36 CFR Part 79

Task	Complete	Incomplete
Sort by provenience and material class	X	
Bag in archival-quality 4-mil zip-lock polyethylenebags		X
Place acid-free label insert in each bag		X
Place bags in archival quality boxes	Partial	Partial
Apply exterior acid-free labels to boxes (in plastic sleeves)		X

Presidio Trust Collections Management Policies

During the assessment, MCX personnel reviewed the written policies held by the Presidio Trust regarding its archaeological collections. The Trust has not established standard written collections management policies because it originally planned to adapt and follow NPS policies. Currently, the Presidio Trust is in negotiations with the NPS to collate its collections under NPS collections management policies and practices. Once this agreement becomes finalized, all Trust collections will be managed following NPS policies. Negotiations between the two agencies regarding ownership, collections facility, compliance, and long-term planning are ongoing. Table 4 compares which policies are currently in place for Trust collections versus those that are recommended by the MCX for archaeological collections, subject to 36 CFR Part 79. The discussion and recommendations following Table 4 reflect the current status of the Presidio Trust procedures, not the NPS policies that the Presidio Trust plans to adopt.

Acquisition/Scope of Collections Policy

The Presidio Trust has a Scope of Collections Statement that is used to determine the types of collections that the Presidio Trust will acquire. Collection acquisitions are determined by the archaeological management plan, cultural resource management goals, interpretive themes, and legal mandates of the Presidio Trust. Collections are acquired through field collections, exchanges, loans, transfer, or purchases/gifts.

Table 4.
Written Collections Management Policies/Procedures

Policy/Procedure	Present
Acquisition/Scope of Collections Policy	X
Accession Policy	In Development
Catalog Procedures	X
Computerized Collection Database	X
Deaccession Policy	
Curation Policy	
Records Storage Policy	
Loan Policy	X
Integrated Pest Management Plan	
Disaster/Emergency Plan	
Access/Use of Collections	
Inventory Policy	
Accession Records	
Conservation/Destructive Analysis Records	Partial
Location Identification Records	
Cross-Indexed Files	
Published Guide to Collections	
Collections Inventory	
Field Collection Guidelines	X

Accession Policy

The Presidio Trust does not accession its collections; therefore, no accession policy has been developed. There are no accession records for the Trust collections. When the Trust adopts NPS collection management policies, collections will be accessioned following NPS guidelines. Presidio Trust collections will be labeled with GOGA/PT (Golden Gate National Recreation Area/Presidio Trust) followed by an accession number.

Catalog Procedures

Written catalog procedures have not been established for Presidio Trust collections; however, scopes of work written for contractors state that any artifacts collected should be cataloged, housed, and stored as outlined in 36 CFR Part 79. Currently, the Presidio Trust catalogs artifacts from monitoring and construction projects based on the NPS catalog format. Minimally, the Presidio Trust should establish written standardized cataloging procedures for in-house and new collections that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic formats).

Computerized Collections Database

An Access® database management program is used to manage the Presidio Trust archaeological collections. The information present in the database is modeled after NPS artifact catalog forms. Backups of the electronic files are stored on the network drive located in Building 34. Once the Presidio Trust adopts and finalizes NPS collections management plans, Rediscovery® will be used for the Trust collections. It is unknown whether both Presidio Trust and NPS collections will be collated in the same database or if separate databases will be maintained.

Deaccession Policy

The Presidio Trust does not have a deaccession policy. Minimally, a deaccession policy should include the reasons (e.g., deterioration, loss of scientific/educational value) and the procedures (e.g., sale, transfer, exchange, discard) for the deaccession of a collection or a portion of a collection.

Curation Policy

The Presidio Trust does not have a curation policy. The Presidio Scope of Collections states that all collections gathered should be cataloged, housed, and stored as outlined in 36 CFR Part 79. Minimally, the Trust should develop a curation policy or a collections management plan that includes the procedures and policies for the long-term care and management of collections.

Records Storage and Management Policy

The Presidio Trust does not have a records storage policy. Minimally, the Trust should develop a records storage policy that includes standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential of the collection. The plan should also include procedures for access and use of the records.

Loan Procedures

A loan policy is established for Presidio Trust archaeological collections. A standardized loan form that specifies the length of the loan, the purpose of the loan, and the number of objects that are

loaned to the borrowing institution is completed for each loan. The loan procedures should be included within an overall collections management plan or a curation policy.

Integrated Pest Management Plan (IPMP)

The Presidio Trust does not have a written IPMP. Minimally, the Trust should develop an IPMP that defines long-term regulation and prevention of pests in the repository and procedures on handling infested collections.

Disaster/Emergency Plan

The Presidio Trust does not have a written disaster/emergency plan regarding its archaeological laboratory or collections. Minimally, the Trust should develop a disaster/emergency plan that includes contingencies for natural disasters (e.g., fire, floods, earthquakes, hurricanes) and man-made disasters (e.g., bomb threats and theft) for the building, curation personnel, and collections.

Access to Collections

The Presidio Trust does not have a written collections access policy. The Trust does allow researchers/scholars and Presidio staff access to collections. Access to the collections is currently controlled by the collections specialist. Researchers contact the Presidio Trust laboratory personnel and the collections are generally made available by the curation staff. Minimally, an access/use of collections policy should be developed to include conditions and guidelines for researchers requesting access to the collections and access to the collections should be tracked.

Inventory Policy

There is no inventory policy established for Presidio Trust collections; however, the Presidio Trust plans to adopt the inventory policy used by NPS.

Accession Records

No accession records have been created for Presidio Trust collections. When the Trust adopts NPS collections management policies, an accession record will be created and maintained.

Conservation/Destructive Analysis Records

Records are maintained for artifacts that were destroyed or sent out for analysis (e.g., ¹⁴C, neutron activation). Fragile leather materials are stored in a museum specimen cabinet, but it is unknown whether conservation methods have been used on these items. No conservation records were located by MCX.

Location Identification Records

Location is provided within the database of the storage area, but not for the location of the record or artifact collection within the storage areas (e.g., box number, drawer, shelf, etc.).

Cross-Indexed Files

Files and documents are not cross indexed by the Presidio Trust.

Published Guide to Collections

There is no published guide to the Presidio Trust collections. Project reports produced through field schools are available to the public, but specific collections information is not necessarily included in the reports.

Collection Inventory

A comprehensive inventory has never been conducted for the Presidio Trust collections. Once the Trust adopts NPS policies, a thorough inventory of its collections will be undertaken.

Field Collection Guidelines

Field collections guidelines, specifying what types of collections the Trust will acquire, are included in the contractor's scope of work and in the Presidio Trust Scope of Collections.

Site Number Administration System

The Smithsonian Institution's trinomial site-numbering system is employed for prehistoric sites only. All other sites are designated as a feature within the Presidio NHL and are not assigned individual trinomial site numbers.

Curation Financing

Curation for Presidio Trust archaeological collections is financed with funds appropriated by Congress and the Executive Branch. Approximately 25–30% of the appropriated budget is used for curation. Laboratory personnel believe that the Presidio Trust could comply with 36 CFR Part 79 if the curation funding was increased from the current level.

Future Plans

The Presidio Trust staff view promoting educational and research use of the collections and professionally maintaining the collection to be their primary responsibilities. The anticipated growth of collections is projected to be 60–80 ft³ per year from field school and monitoring/construction activities. Plans exist for the upgrade of Building 230 and the storage space, but the building is slated for demolition within the next 10 years.

Administration/ Administrative Personnel

Effective collections management stems from a well-organized administrative infrastructure. Examining factors associated with organized administration leads to a better assessment of a given institution's capability to serve as a long-term curation repository as outlined in 36 CFR Part 79.9. Effective administration is governed by several main principles: mission, composition of staff, administrative record keeping, range of support facilities for archaeological collections, associated archaeological records, and administrative and

archaeological document storage. Ratings for the principles discussed below are based on an ideal museum, and subtle changes in the rating would occur if one were to take into account factors such as size of the collections, annual use of the collections, or scope of the collections. MCX reviewed the administration of the collections and the administrative personnel employed by the Presidio Trust to oversee collections management. Table 5 summarizes the results.

Mission Statement

Excellent—Institution has a mission statement that encompasses archaeological collections plus either anthropological or ethnographic collections.

Adequate—Institution has a mission statement that encompasses archaeological collections.

Poor—Institution has a mission statement that does not include archaeological materials.

Not acceptable—Institution does not have a mission statement.

The Presidio Trust's mission statement adequately encompasses archaeological collections.

Composition of Staff

Excellent—Institution has all of the following funded (full-time, permanent) positions: curator, collections manager, registrar, and conservator.

Adequate—Institution has two of the following funded (full-time, permanent) positions: curator, collections manager, and registrar.

Table 5.
Administrative Support Tasks

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement		X		
Staff Composition			X	
Record Keeping		X		
Support Facilities for Collections		X		
Availability of Archaeological Records		X		
Storage of Administrative and Archaeological Records			X	

Poor—Institution has only one of the following funded positions (full-time, permanent): curator, collections manager, or registrar.

Not Acceptable—All of the following positions are part-time, temporary, or not funded: curator, collections manager, or registrar.

The Presidio Trust currently employs three full-time employees—a historical archaeologist, an archaeologist, and a collections specialist. However, only the collections specialist position is allocated for curation. The collections specialist is responsible for laboratory processing of Presidio Trust materials, curating and managing the Trust's archaeological collections and affiliated documentation, overseeing archaeology outreach programs, and providing archaeological field assistance. Additional archaeological processing tasks are completed by volunteers, who work two days a week. The historical archaeologist and archaeologist are responsible for resource management including NEPA and NHPA compliance, administration of excavation permits and contracts, project management and consultation, excavation, monitoring, and historical and archival research.

In addition to curating collections, the Presidio Trust archaeologists and collections specialist (1) excavate, monitor, consult, and report on projects within the Presidio, (2) conduct outreach programs through co-sponsored workshops with the National Preserve Institute, (2) host archaeology month programs, (3) host local university field schools, researchers, and lecturers from around the globe, (4) administer a variety of outreach programs, including a weekly volunteer program and (5) manage Garbology®, a hands-on learning activity for elementary school students, that is held in conjunction with the Crissy Field Center.

Based on the observations by MCX and discussions with the Presidio Trust curatorial and archaeological staff, the currently allocated individuals cannot adequately and appropriately address all collection management functions. With the eventual adoption of the NPS standards, the workload will increase and a subsequent increase in staffing will be necessary.

Administrative Record Keeping

Excellent—Institution maintains all of the following types of administrative records: acquisition/accession records, catalog information, collection inventories, object location information, loan information/agreements, and deaccession/disposal records.

Adequate—Institution maintains all of the following types of administrative records: acquisition/accession records, catalog information, object location information, and deaccession/disposal records.

Poor—Institution does not maintain all of the following types of administrative records: acquisition/accession records, catalog information, object location information, and deaccession/disposal records.

The Presidio Trust maintains acquisition records, disposal records, and catalog information through means of an electronic database. It does not maintain object or document locational information, nor does it cross-index files.

Range of Support Facilities for Archaeological Collections

Excellent—Institution has all of the following: designated collections storage areas, processing labs, conservation labs, research facilities, and general work and office areas.

Adequate—Institution has all of the following: designated collections storage areas, processing labs, and general work and office areas.

Poor—Institution does not have any of the following: designated collections storage areas, processing labs, and general work and office areas.

Support facilities generally include the availability of appropriate office and work space. The Presidio Trust has adequate support facilities, which have designated collections storage areas that are separate from work and office areas.

Associated Archaeological Records

Excellent—Institution maintains all of the following types of associated archaeological records: archaeological site files, field notes, artifact inventories, reports, and photograph/slides.

Adequate—Institution maintains all of the following types of associated archaeological records: field notes, artifact inventories, and reports.

Poor—Institution does not maintain any of the following types of associated archaeological records: field notes, artifact inventories, and reports.

The Presidio Trust maintains adequate associated archaeological records (e.g., field notes, reports, administrative files, and artifact inventories).

Administrative Records and Associated Archaeological Records Storage

Adequate—Institution stores all administrative records and associated archaeological records in a manner that will protect them from fire, theft, damage, and destruction.

Poor—Institution does not store all administrative records and associated archaeological records in a manner that will protect them from fire, theft, damage, and destruction.

Storage of the Presidio Trust records is poor. The records are not protected from fire, theft, damage, and destruction, they are not archivally processed, and they are not organized in a consistent manner.

Recommendations

Based on an assessment of Building 230, the archaeological and document collections, and the collections administration procedures, the St. Louis District recommends that the following eight items be implemented immediately. Recommendations 3, 4 and 5 are specific to Building 230, while the remaining recommendations apply to the collections regardless of their storage location.

1. In order to store, label, maintain, and conserve the associated records using professional museum and archival practices [36 CFR Part 79.9(a) and 79.9(b)(6)], the following minimal tasks should be performed. All foreign objects (e.g., paper clips, staples, tape) should be removed from the documents. The records should be placed in appropriately labeled, archival primary and secondary containers (e.g., fire-proof file cabinets and/or acid-free file boxes and folders). Records should be stored in a manner that will protect them from fire, theft, damage, and destruction. A folder-by-folder finding aid for the collection should also be created and files should be cross-indexed.
2. In order to store, label, maintain, and conserve the artifacts using professional museum and archival practices [79.9(a) and 79.9(b)(6)], the following minimal tasks should be performed. All artifacts should be placed in 4-mil polyethylene zip-lock bags with acid-free label inserts. Artifacts should then be placed in new, archival cardboard boxes. Acid-free box labels should be placed in plastic sleeves attached to the exterior, which will permit the paper labels to be removed or changed without impacting the containers.
3. In order to protect the collections from breakage and possible deterioration from visible light and ultraviolet radiation [79.9(b)(5)(ii)], window coverings (e.g., commercial shades, blinds) should be purchased for the windows in the collections storage area.
4. In order to provide additional protection from dust, soot, gases, and insects [79.9 (b)(5)(ii)], a barrier between the artifact collections and the field equipment should be installed.
5. Some metal shelving units in the back storage room are beginning to rust. These shelves [79.9(a)] should be replaced with newer metal shelving units and lined with acid-free paper.
6. Although the Presidio Trust is in the process of adopting NPS collections management policies and procedures, the following collections management policies should be established and applied to the mission and overall long-term care for Presidio Trust

collections as soon as possible: accession and deaccession/disposal policy, curation policy, records storage policy, disaster/emergency management plan, and access/use of collections policy [79.9(b)(1)].

7. The Presidio Trust should implement a written pest management program for the repository and collections that includes regular monitoring and

control and procedures on how to handle infested collections, if encountered [79.9(b)(5)(ii)].

8. To properly manage the collections [79.9(b)(4)], the Presidio Trust should hire one additional, full-time position devoted to curation (e.g., a collections manager, a registrar, or an archivist).

3

Architectural Evaluations

Four buildings—230, 40, 41, and 1287 were evaluated by MCX personnel during field visits conducted between 13 and 17 September 2004 at the Presidio. Building 230, currently serving as the collections facility for Presidio Trust archaeological collections, was used as the baseline comparison for the other three buildings. Buildings 40 and 41 were assessed for usage as a curation facility, laboratory area, educational area, and curation staff office space, while Building 1287 was evaluated only as a potential collections facility. Building inspections and evaluations were based on standards outlined in 36 CFR Part 79 and relevant architectural codes.

Building 230

Building 230 (Figure 10) was constructed in 1917 and originally used as a warehouse. Over the years, it has undergone several modifications to accommodate various uses such as Base PX, a furniture store, a clothing store, a toy store, and its current use as an archaeology laboratory. Due to



Figure 10. View of main entrance to Building 230.

planned highway construction, Building 230 is slated for demolition in the next five-to-ten years. Total building floor area is 10,547 square feet. The floor area in Building 230 (Figure 11) will be used as a baseline for comparison to the other buildings evaluated in this report.

Inspection of Building 230

Building construction consists of a concrete pier and a spread footing foundation system. Spanning across the piers are 12-x-12-inch wood girders, or four built-up 3-x-12-inch wood girders. Spanning above and across the girders are 3-x-14-inch wood joists spaced at 24 inches on-center. Above the wood joists are 2-x straight sheathing planks. Exterior walls consist of wood siding on wood studs. Roof construction consists of red composition shingles on wood sheathing on 2-x-6-inch rafters that span to double 2-x-12-inch wood beams. The wood beams are supported by 6-x-6-inch wood columns.

Collections storage is within two separate areas of the building. The larger storage area, encompassing 12 storage racks and approximately 876 square feet of floor area, is near the center-front of the building. A smaller storage area, encompassing six storage racks and approximately 505 square feet, is located at the rear of the building. Total floor area currently assigned to collections storage is approximately 1,381 square feet. No separate heating/ventilating/filtration system is provided for either storage area. Men's and women's restrooms are located at the northwest corner of the building; however, these facilities are not ADA compliant. The larger storage area, which contains an exhibit area, is exposed to contact with the public.

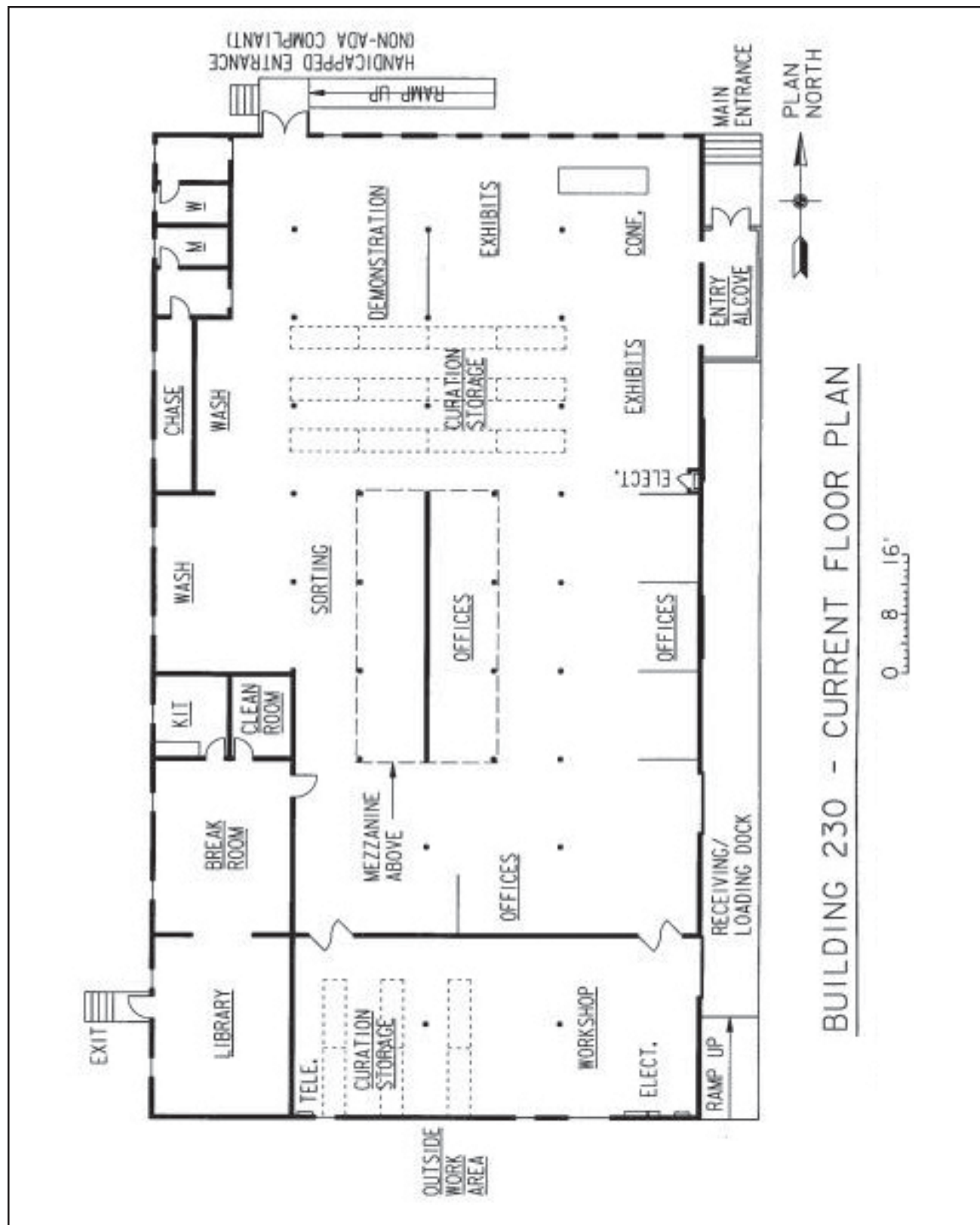


Figure 11. Current floor plan of Building 230

The exhibit area is open to both the collection storage area and to the administrative office area. Better segregation between public areas and administration/curation areas is needed.

The building is equipped with a wet-pipe sprinkler system. It was not determined during the site visit when the sprinkler system was last inspected. Smoke detectors are located along the ceiling or at the underside of the roof framing. A new life safety system (smoke detectors and building alarm) was installed in the spring of 2005. The fire alarm is wired to the Presidio Fire Department. The security system consists of motion detectors, with a security alarm system that is wired to the U.S. Park Police.

The mechanical system consists of a gas-fired forced-air heating system located on the storage mezzanine. Ventilation is by means of rooftop ventilators. Dampers at these ventilators are either non-functional or too difficult to operate. As a result, heat during the winter season escapes through open dampers to the exterior through the ventilators. To remedy this, Archaeology staff members climb on the roof in early autumn and wrap the ventilators in plastic sheeting in an attempt to prevent heat loss during winter months. A 300-amp electric panel is located in the rear storage area, and a 225-amp electric panel is located on the east wall just north of the office area.

Evaluation of Building 230

An Inventories and Conditions Assessment Program (ICAP 1993) and Structural Evaluation (1993) report were completed for Building 230. This report included recommendations for ICAP current repairs needs and also listed known and assumed structural deficiencies. This report is on file at the Presidio Trust Library. Modifications were recommended in the ICAP and Structural Evaluation report to comply with seismic requirements. However, according to provisions of the 2003 International Building Code (2003 IBC), if there is no change in occupancy that would increase the seismic grouping, and if proposed alterations are relatively minor (less than a five-percent increase in seismic force or not more than a five-percent reduction in structural resistance to such

forces), a seismic upgrade may not be required. This should be verified with local seismic regulations and with the responsible building code official.

MCX performed an abbreviated structural engineering analysis of the floor framing system and determined a maximum allowable floor live load of 139 pounds per square foot. The floor live load for the curation storage area is estimated to be 125 pounds per square foot (IBC 2003). The present floor framing should be sufficient for anticipated storage live loads.

Conclusion for Building 230

Building 230 has served reasonably well as the archaeology laboratory and collection storage facility at the Presidio since 1998. It would appear to be capable of doing so for the remaining years of its expected lifespan. Several recommendations are proposed in Chapter 4 that would enhance the building's usefulness as a curation and public education facility during the remainder of its tenure.

Building 40

Building 40 (Figure 12) was constructed in 1941 as a Bachelor Officers' Quarters to accommodate the sudden increase in military personnel during the early part of World War II. This type building was considered a standardized temporary barracks building. Building 40 was used as an officers' barracks until the Presidio was decommissioned in 1994. Aside from some interior modifications and



Figure 12. View of front entrance to Building 40.

the addition of a shed-roof wing on the east wall, very few structural changes have occurred to this building since its construction. The building is currently vacant. Total floor area is 8,234 square feet (4,356 square feet at the first floor and 3,878 square feet at the second floor).

Inspection of Building 40

Building 40 is a two-story rectangular-plan building (Figures 13 and 14) with a foundation system that consists of isolated concrete piers that provide framing support at both the interior and perimeter of the building. Floor construction consists of diagonal sheathing over 2-x-8-inch wood floor joists spaced 20 inches apart. Joists are supported on wood beams consisting of three 2-x-10-inch members nailed together. The wood beams span longitudinally along the perimeter of the building and also provide two interior lines of support. Above the first floor level, the second floor beams are visible in most of the rooms, extending down below the ceiling. In approximately one third of the rooms, knee braces were installed to brace the beam to the post. All perimeter bearing walls and interior partition walls are wood framed. Roof framing consists of straight sheathing on 2-x rafters spaced 24 inches apart with 2-x collar ties spaced 48 inches apart. The building is of unprotected wood frame construction.

The parking lot for Building 40 lacks ADA-compliant parking spaces and an accessible entrance into any part of the building. Exits from the second floor consist of an interior discharge stairwell near the center of the building and exterior fire escapes at each end of the building. None of the exits meet current code requirements. Restroom/shower facilities are centrally located near the interior stairwell at both the first and second floor. None of these facilities were found to be ADA compliant.

The building is not equipped with a sprinkler system; however, a partial-sprinkler unit is located on the first floor in the laundry area only. It was not determined during the site visit when the sprinkler unit in this area was last inspected. Smoke detectors are located along the ceiling. A fire alarm annunciator panel is located in the lobby near the central entrance. It is unknown if the fire alarm is wired to the Presidio Fire Department. The

mechanical system consists of a gas-fired forced-air heating system. The furnace is located in the mechanical room on the first floor. The furnace appears to have been in use for many years. Access to the mechanical room is through exterior entry doors. A 320-amp electric panel is located at the first floor near the stairwell, and a 400-amp electric panel is located at the second floor near the stairwell.

Evaluation of Building 40

Building 40 includes 4,356 square feet at the first floor and 3,878 square feet at the second floor, for a total floor area of 8,234 square feet. This compares with 10,547 square feet at Building 230, where the archaeology collections and laboratory are currently located. Even assuming some excess space present at Building 230, it is unlikely that the 2,300 fewer square feet floor space provided by Building 40 would satisfy all space requirements for the laboratory, collections, and office space.

In addition, code approved exits are required from the second floor (two minimum), which will further reduce usable floor space. Even if all curation functions and public education spaces could be accommodated on the first floor, the administrative areas necessarily would be located remotely on the upper level with a resultant lack of direct access and control of collections. ADA issues may also arise when placing all offices above grade level. Building 40 also lacks a complete sprinkler system, a loading dock, and adequate truck maneuvering space to allow for receiving and shipping of collections and curation materials.

An Inventories and Conditions Assessment Program and Structural Evaluation report was not found for this building during the site visit; however, a report was completed for Building 41 in 1992/1993. Because of the similarity of Buildings 40 and 41, it is believed that most, if not all, of the findings for Building 41 are applicable to Building 40. The report included recommendations for ICAP current repairs needs and also listed known and assumed structural deficiencies. This report is on file at the Presidio Trust Library. Modifications were recommended in the ICAP and Structural Evaluation report to comply with seismic requirements. In addition to those modifications noted in the report,

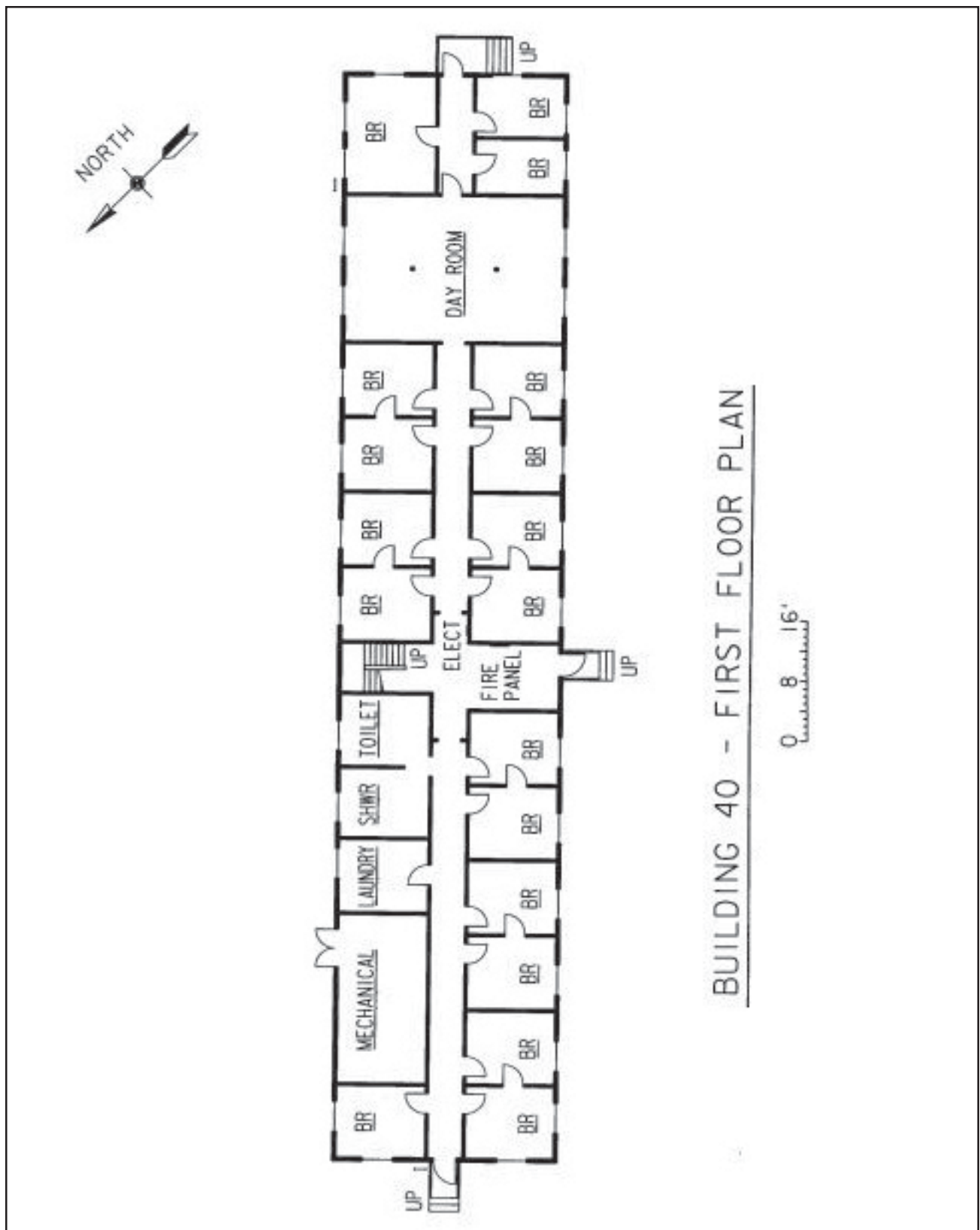


Figure 13. First floor plan of Building 40.

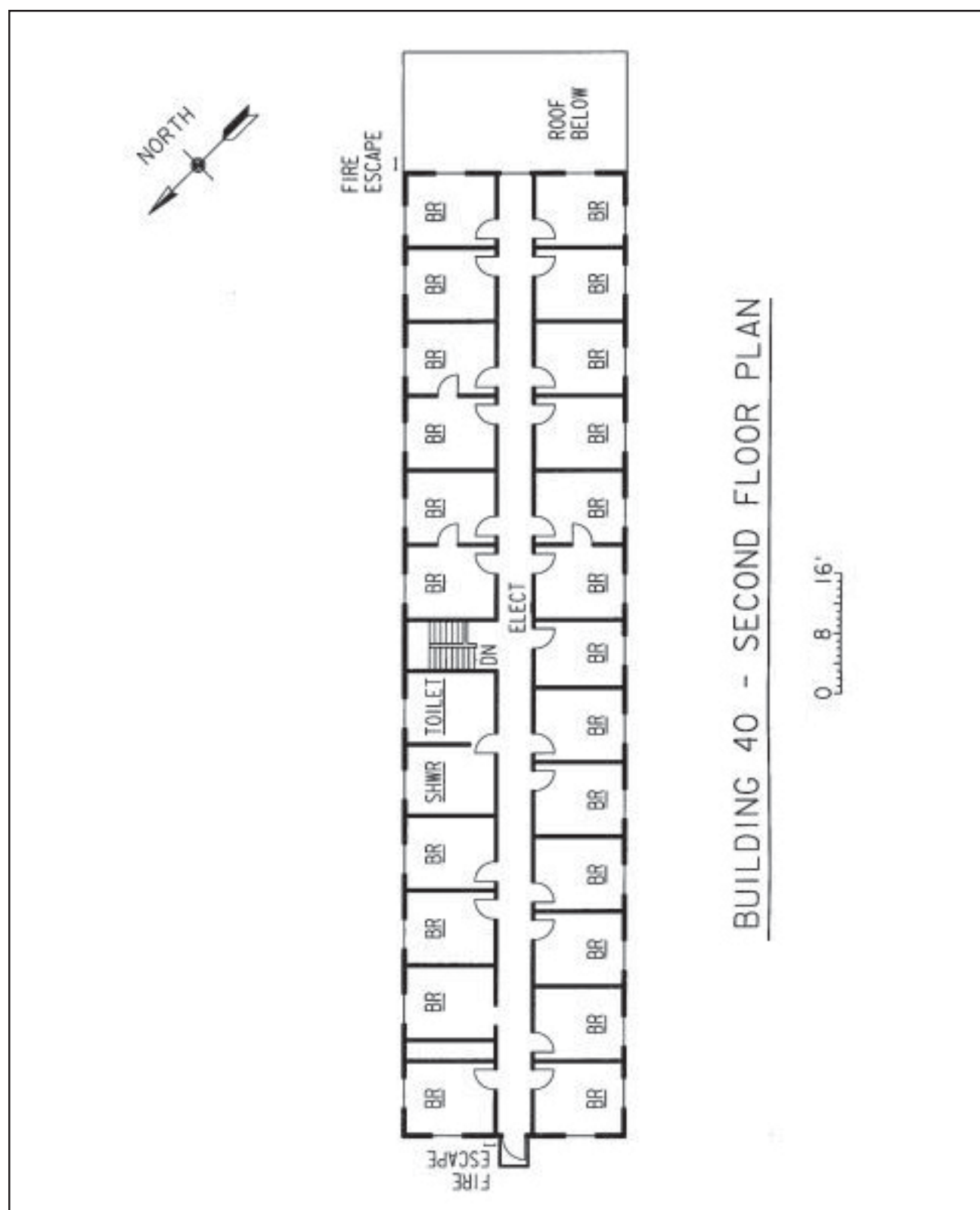


Figure 14. Second floor plan of Building 40.

modifications to address a code-mandated 25 percent factor increase for lateral seismic loading at storage areas are required.

MCX personnel performed an abbreviated structural engineering analysis of the floor framing system and determined a maximum allowable floor live load of 45 pounds per square foot. The floor live load for the curation storage area is estimated to be 125 pounds per square foot (IBC 2003). The present floor framing and foundation system will require substantial reinforcement to comply.

Conclusion For Building 40

Based on the above noted inspection and evaluation, it is not recommended that Building 40 be considered for use as a permanent archaeology laboratory, office space, educational and exhibit area, or collections storage facility.

Building 41

Building 41 (Figure 15) was constructed in 1941 as Bachelor Officers' Quarters and is located next to Building 40. This type building was considered a standardized temporary barracks building. Building 41 was used as a barracks until the Presidio was decommissioned in 1994. Aside from some interior modifications and the addition of a shed-roof wing on the east wall, very few structural changes have been made to this building. The building is currently used for rental housing. Total floor area is 8,246 square feet (4,381 square feet at the first floor and 3,865 square feet at the second floor).



Figure 15. View of front entrance to Building 41.

Inspection of Building 41

Building 41 is a two-story rectangular-plan building (Figures 16 and 17) with a foundation system that consists of isolated concrete piers, that provide framing support at both the interior and perimeter of the building. Floor construction consists of diagonal sheathing over 2-x-8-inch wood floor joists spaced 20 inches apart. Joists are supported on wood beams consisting of three 2-x-10-inch members nailed together. The wood beams span longitudinally along the perimeter of the building and also provide two interior lines of support. At the first floor level, the second floor beams are visible in most of the rooms, extending down below the ceiling. In about one third of the rooms knee braces were installed to brace the beam to the post. All perimeter bearing walls and interior partition walls are wood framed. Roof framing consists of straight sheathing on 2-x rafters spaced 24 inches apart, with 2-x collar ties spaced 48 inches apart. The building is of unprotected wood frame construction.

The parking lot lacks ADA-compliant parking spaces and an accessible entrance into the building. Exits from the second floor consist of an interior discharge stair near the center of the building and exterior fire escapes at each end of the building. None of the exits meet current code requirements. Restroom/shower facilities are located within the individual suites. None of these facilities were found to be ADA compliant.

The building is equipped with a sprinkler system. It was not determined during the site visit the date when the sprinkler system was last inspected. Smoke detectors are located along the ceiling. A fire alarm annunciator panel is located in the lobby near the central entrance. It is unknown if the fire alarm is wired to the Presidio Fire Department. The mechanical system consists of a gas-fired boiler with radiant heat. The boiler is located in the mechanical room at the first floor. Access to the mechanical room is through exterior entry doors. A 100-amp electric panel is located at the first floor near the stairwell, and another 100-amp electric panel is located at the second floor near the stairwell.

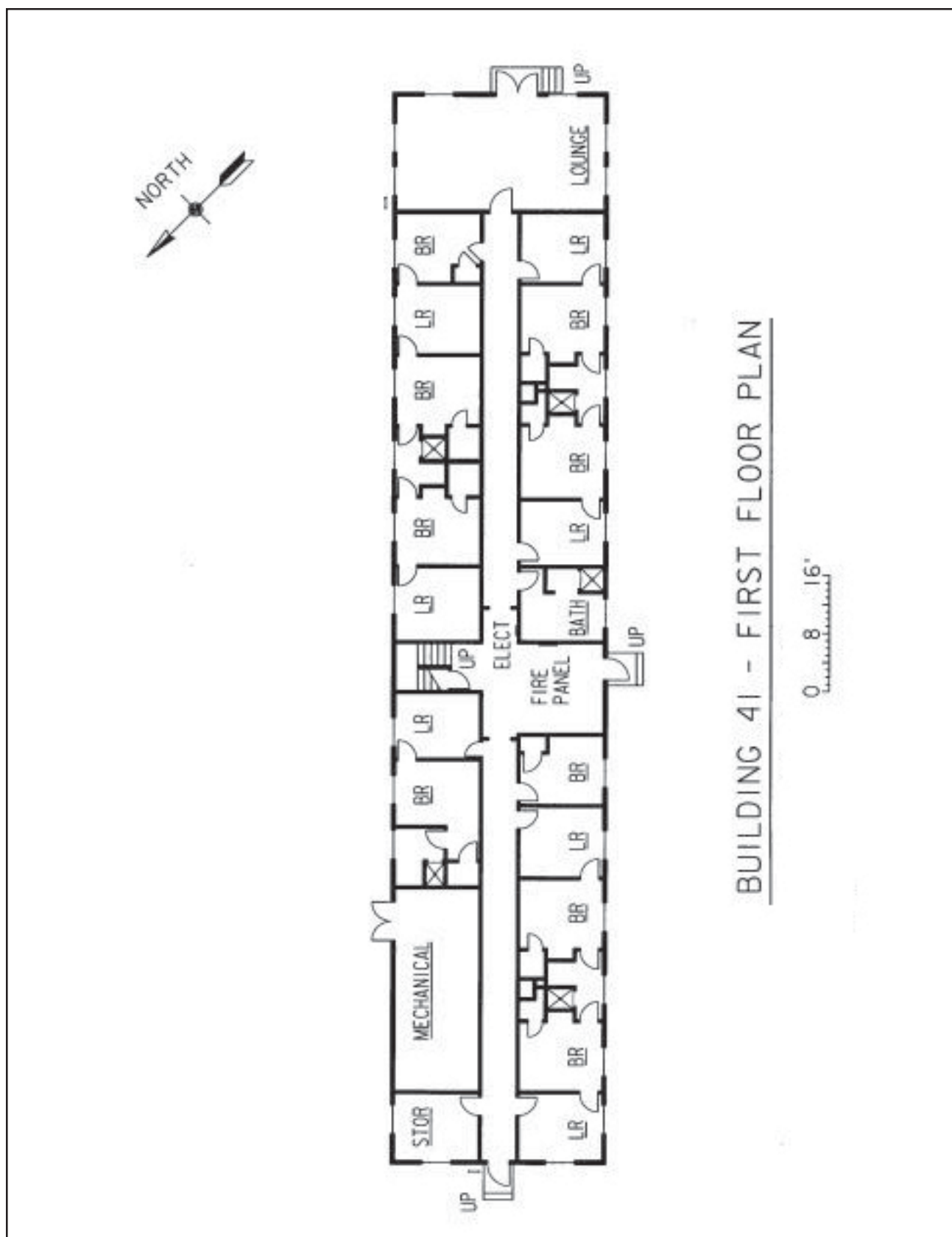


Figure 16. First floor plan of Building 41.

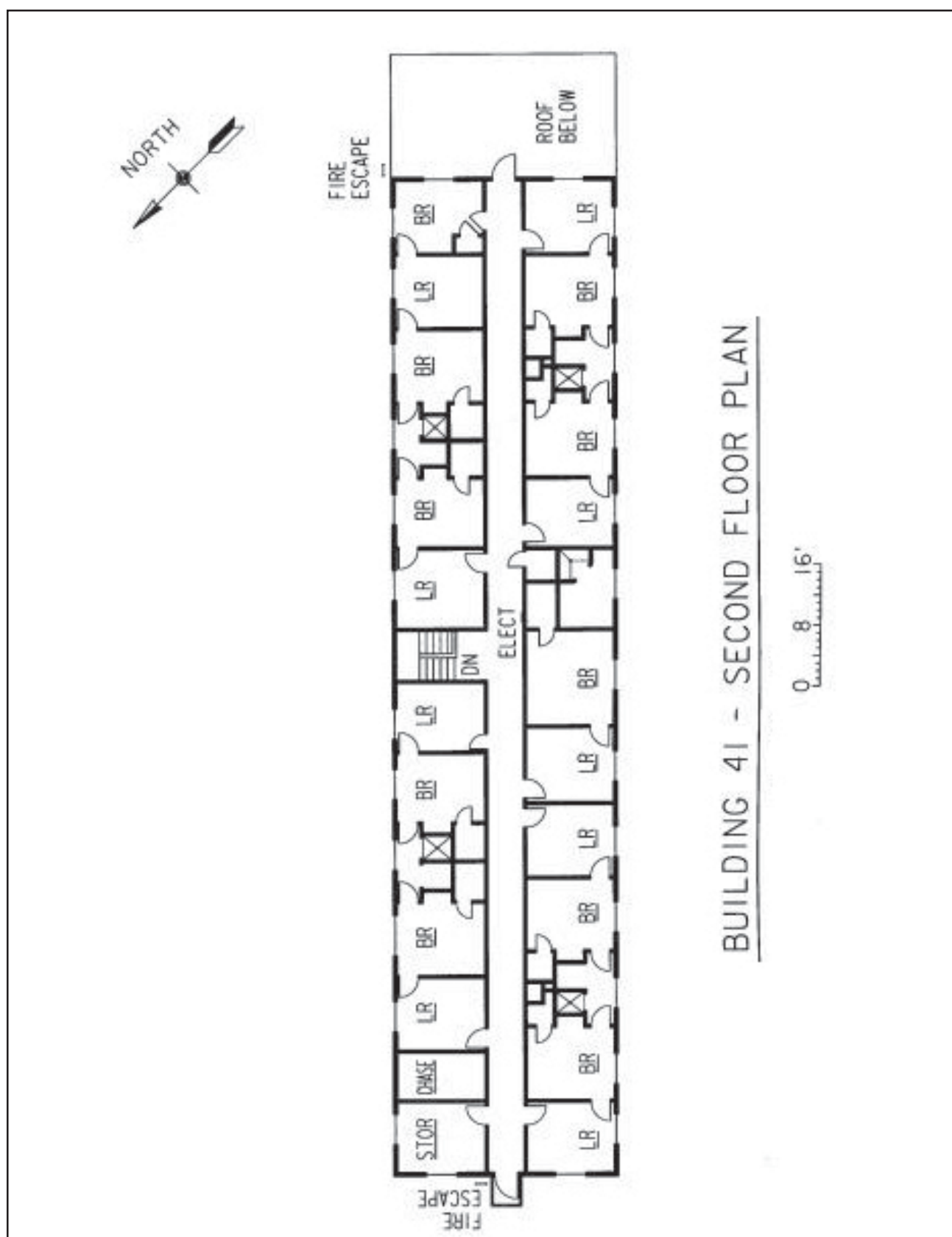


Figure 17. Second floor plan of Building 41.

Evaluation of Building 41

Building 41 includes 4,381 square feet at the first floor and 3,865 square feet at the second floor, for a total floor area of 8,246 square feet. This compares with 10,547 square feet at Building 230. Even assuming some excess space present at Building 230, it is unlikely that the 2,300 fewer square feet floor space provided by Building 41 would satisfy all space requirements. In addition, code approved exits are required from the second floor (two minimum), which will further reduce usable floor space.

Even if all curation functions and public education spaces could be accommodated on the first floor, the administrative areas would necessarily be located remotely on the upper level with a resultant lack of direct access to and control of collections. ADA issues may arise when placing all offices above grade level. Building 41 also lacks a loading dock and adequate truck maneuvering space to allow for receiving and shipping of collections and curation materials. The two individual 100-amp panels provide minimal electric service for the building.

An Inventories and Conditions Assessment Program and Structural Evaluation report was completed in 1992/1993 for Building 41. The report included recommendations for ICAP current repairs needs and also listed known and assumed structural deficiencies. This report is on file at the Presidio Trust Library. Modifications were recommended in the ICAP and Structural Evaluation report to comply with seismic requirements. In addition to those modifications noted in the report, modifications to address a code-mandated 25 percent factor increase for lateral seismic loading at storage areas are required.

MCX performed an abbreviated structural engineering analysis of the floor framing system and determined a maximum allowable floor live load of 45 pounds per square foot. The floor live load for the curation storage area is estimated to be 125 pounds per square foot (IBC 2003). The present floor framing and foundation system will require substantial reinforcement to comply.

Conclusion for Building 41

Based on the above noted inspection and evaluation, it is not recommended that Building 41 be considered for use as a permanent archaeology laboratory, office space, educational and exhibit area, and collection facility.

Building 1287

Initial construction of Building 1287, Battery Howe-Wagner (Figure 18), began in the 1890s but was not completed until 1913. The facility was a mortar battery and formed part of a large-scale improvement of San Francisco's harbor defenses. The battery originally mounted 16 12-inch mortars. The original battery was laid out in a cross-shaped plan, with four mortars in each arm of the cross (Figure 19). This cross-shaped plan was unique for San Francisco coastal defenses, as all other batteries were linear in plan. The battery was later divided into two units, Battery Howe comprising the two east pits of the original installation, and Battery Wagner comprising the two west pits. In 1920 the mortars were dismantled and the battery was converted to a storage facility. After 1950, three of the four mortar pits were buried under an earthen mound. The single pit left exposed was the mortar pit located at the northeast corner. An entrance near the northeast mortar pit leads to the former magazine and service rooms. A wood frame and corrugated iron garage building (Building 1285), erected in 1933, presently occupies the former northeast mortar pit emplacement. Building 1287 is currently used for



Figure 18. View of entrance to Building 1287.

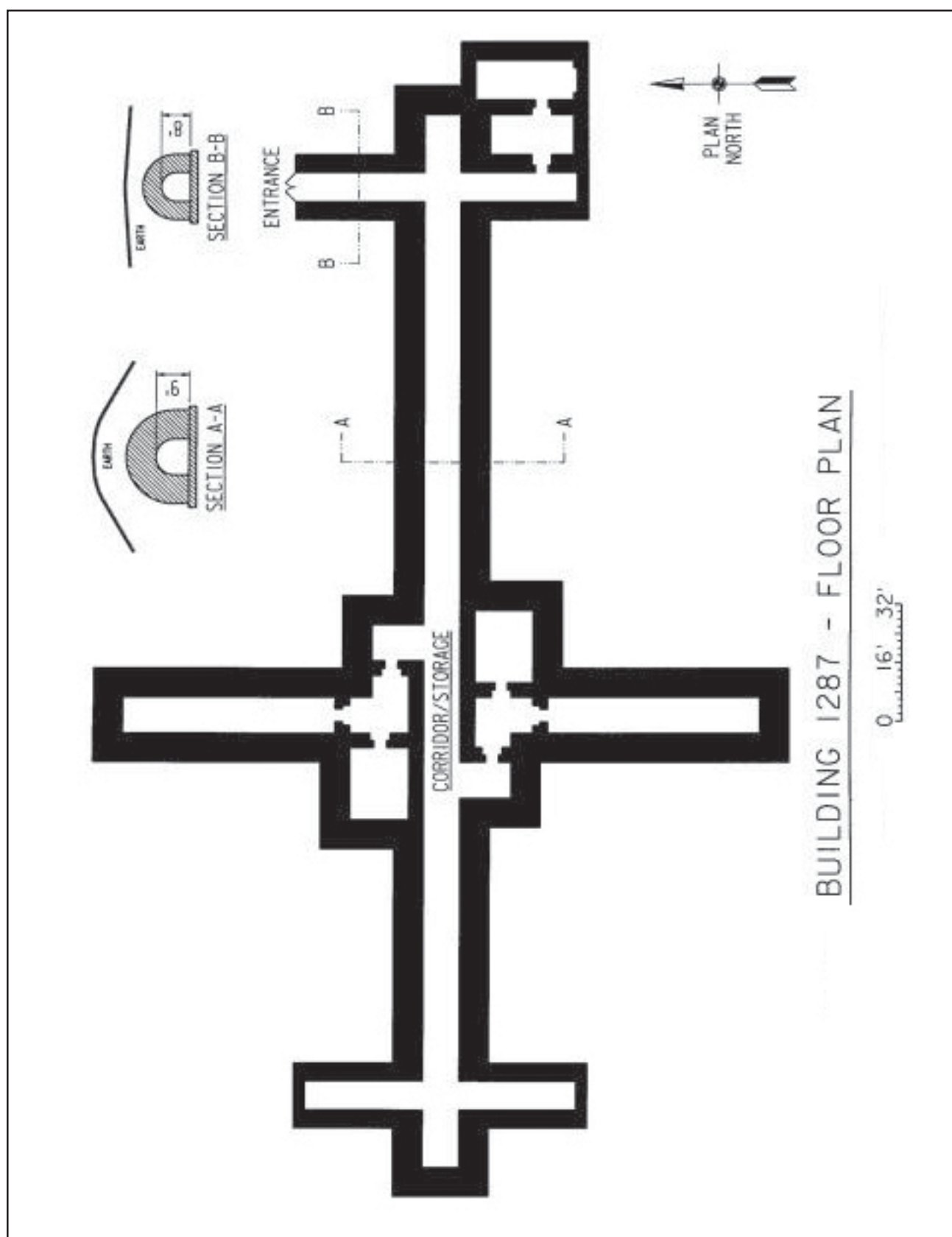


Figure 19. Floor plan of Building 1287.

storage of earthquake supplies and other Presidio supplies. Total floor area is 7,304 square feet.

Inspection of Building 1287

Building 1287 is a vaulted concrete structure with wall/roof thicknesses varying from five to eight feet. Ceiling height from the floor to the top of the arch is approximately nine feet in the main corridor. Most of the structure is buried under an earthen mound. Humidity and mold growth have been, and continue to be, a major concern in this facility. Box fans are left running constantly to provide ventilation. Without proper ventilation, mold will begin growing on stored materials within a few days. A dehumidifier is used at the room where cotton goods are currently stored. Only one exit was observed in Building 1287. A 260-amp electrical panel is located in the corridor, not far from the building's entrance.

Building 1287 lacks adequate fire and security alarms and has no a sprinkler system. The site also lacks a loading dock and adequate truck maneuvering space to allow for receiving and shipping collections and curation materials. Because of the mounded earth and nearness of the road, this site does not appear to easily accommodate these features.

Evaluation of Building 1287

Building 1287 provides much more floor area than is needed for the current collection volume (7,304 square feet provided versus 1,444 square feet required, based on the area provided by the proposed plan for Building 230). Humidity problems in this facility would be a long-term concern for curation storage, even with updated mechanical systems. Failure of the system for just a few days could allow mold growth to occur within the collections.

Conclusion for Building 1287

Based on the above noted inspection and evaluation, it is not recommended that Building 1287 be considered for use as a permanent curation collection facility.

4

Recommendations for Improvements to Building 230

This chapter provides recommended physical improvements to Building 230 in order to better accommodate archaeological collections and curation functions for the next 10 years. These recommendations take into account the likelihood that Building 230 will be demolished at the end of this 10-year period and are intended to (1) strike a balance between compliant and substandard conditions and (2) provide a reasonably functional, accessible, comfortable, safe, and secure facility for collection/curation, educational, and public functions.

Primary Recommendations for Building 230

Primary recommendations are those that should be incorporated to successfully accommodate archaeological collections/curation and public functions during the remaining 10 years of building use. The primary recommendations are divided into those required for the floor plan and those necessary to maintain the proper environment for the collections, as well as those necessary for security, safety, and ADA compliance. Table 6 includes an estimated cost for these recommendations.

Floor Plan Recommendations

The floor plan proposed by the St. Louis District (Figure 20) combines all artifact collection storage within one room at the rear of the building. The public area would be located at the front of the building, with the office and collections processing space providing a buffer between the public area and the collections storage area.

The new collections storage area utilizes the 18 storage racks currently available and provides space for two additional storage racks for future expansion. Total curation storage floor area is 1,444 square feet. This storage room is segregated from the general public and from unauthorized staff. Physical separation of the collections within the building allows for use of a mechanical system better suited for heating, ventilation, and humidity control specifically targeted at proper collections environment.

The public area is limited to the northern part of the building and includes an exhibit area and a demonstration area. Windows are provided at the new wall of the demonstration area to allow the public to view research activities within the archaeology lab sorting/processing area. This allows students to experience the thrill of archaeological exploration and processing in a unique way. Windows are also provided in the new wall at the southeast corner of the exhibit room to allow staff to monitor activity within the public area from their offices. Restrooms are upgraded to meet ADA requirements, as well as replacing the ramp at the public entrance with a new ADA-compliant ramp.

Other Primary Recommendations

1. Replace the roof, which is currently near the end of its useful service. Replace damaged or missing roof trimmings. Frame in the skylight openings prior to re-roofing.
2. Replace the staff front entry doors with 3-foot-wide active leaf and two-foot-wide passive leaf doors; they currently consist of a pair of 2.5-foot-wide doors.

Table 6.
Cost Estimates for Building 230.

REASONABLE CONTRACT ESTIMATE				Sheet 1 of 1	
CURATION - PRESIDIO REPORT BUILDING NO. 230 Existing Building No. 230 = 10,547 Sq. Ft.				DATE: 07 DECEMBER 2004	
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
	PRIMARY RECOMMENDATIONS				
1	Mobilization & Demobilization	1	LUMP SUM	\$20,000.00	\$20,000.00
2	New ADA Ramp up for Handicapped entrance	1	LUMP SUM	8,000.00	8,000.00
3	Frame in Roof openings with wood framing (3'x5')	8	EACH	500.00	4,000.00
4	Remove Existing Roof Shingles	114	SQUARE	40.00	4,560.00
5	Install new Roof Shingles	114	SQUARE	150.00	17,100.00
6	Rigid Roof Insulation (2" Thick)	114	SQUARE	72.00	8,208.00
7	Repair Damage Roof Trim	1	LUMP SUM	1,000.00	1,000.00
8	Hollow Metal Door & Frame & Hardware, 3'-6" x 7'	1	EACH	650.00	650.00
9	Hollow Metal Door & Frame & Hardware, 3'-0" x 7'	7	EACH	600.00	4,200.00
10	Aluminum Entry Door & Frame & Hardware, 3' x 7'	1	EACH	1,100.00	1,100.00
11	Aluminum Entry Door & Frame & Hardware, 2' x 7'	1	EACH	1,000.00	1,000.00
12	New Windows at Interior Partition (4 1/2" x 2" Alum. Frame w/1/4" temp. glass, 8' wide x 4' High)	4	EACH	750.00	3,000.00
13	Remove Existing Partition	2,839	SQ FT	2.00	5,678.00
14	Install new Interior Partitions, 5/8" x 3 5/8" x 16" O.C. with Batt Insulation	2,839	SQ FT	6.00	17,034.00
15	Resilient Floor Tile & underlayment in Curation area	1,894	SQ FT	5.00	9,470.00
16	Upgrade men & women bathrooms to meet ADA	1	LUMP SUM	10,000.00	10,000.00
17	Inspect Sprinkler System	1	LUMP SUM	1,000.00	1,000.00
18	Install Heating/Ventilation system for Curation storage room (thru wall unit)	1	LUMP SUM	2,000.00	2,000.00
19	Install new dampers and controls at roof exhaust fans	1	LUMP SUM	1,500.00	1,500.00
	Subtotal: Primary Rehabilitation Costs				\$119,500.00
	Contingency @ 15%				17,925.00
	Subtotal: Rehabilitation + Contingency Costs				\$137,425.00
	Planning, Engineering & Design @ 15%				20,613.75
	Construction Management @10%				13,742.50
	TOTAL COST: PRIMARY RECOMMENDATIONS				\$172,000.00
	SECONDARY RECOMMENDATIONS				
1	Seismic Upgrade	1	LUMP SUM	\$107,000.00	\$107,000.00
2	Prepare and Paint Exterior Siding	5,000	SQ FT	2.00	10,000.00
3	Lead Paint Removal	5,000	SQ FT	5.50	27,500.00
4	Remove/Install Building Heating/Ventilation System	10,547	SQ FT	10.00	105,470.00
	Subtotal: Secondary Rehabilitation Costs				\$249,970.00
	Contingency @ 15%				37,495.50
	Subtotal: Rehabilitation + Contingency Costs				\$287,465.50
	Planning, Engineering & Design @ 15%				43,119.83
	Construction Management @10%				28,746.55
	TOTAL COST: SECONDARY RECOMMENDATIONS				\$359,000.00

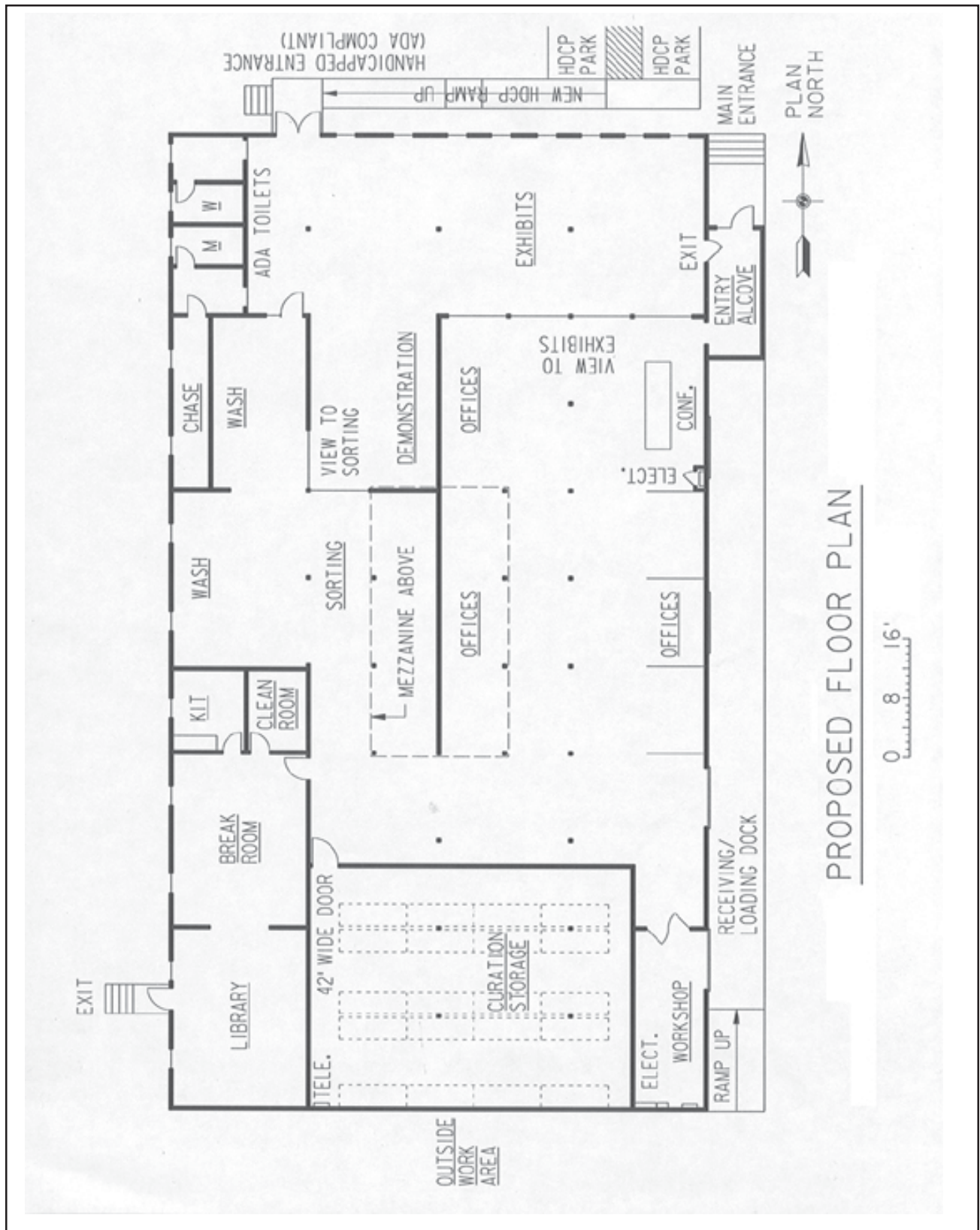


Figure 20. St. Louis District proposed floor plan for Building 230

3. Reuse the aluminum and glass entry doors on the north wall for the new public entrance.
4. Provide new hardware as necessary for ADA compliance.
5. Replace the curled up floor tile near public entrance with new tile (color to match existing).
6. Repair damaged floor sheathing/framing near public entrance as necessary to level the substrate prior to resetting the floor tile.
7. Replace the 6.5-foot-high rear exit door with a code compliant 6-foot 8-inch-high door with all new hardware.
8. Provide resilient tile flooring at the new curation storage area.
9. Inspect and test the sprinkler system to determine compliance with current code requirements.
10. Provide new, easily operable dampers at existing roof exhaust fans.
11. Provide a separate heating, ventilation, and humidity control system for the new curation storage room.

Secondary Recommendations for Building 230

Secondary recommendations are those that the St. Louis District encourages be implemented, but whose high implementation cost and the relatively short remaining life of this building may be prohibitive. Table 6 includes an estimated cost for these recommendations.

1. Consider implementing the seismic upgrade modifications recommended in the ICAP and Structural Evaluation report. As noted, a seismic upgrade may not be required for this building, per the exceptions noted in the 2003 IBC. However, in the event that local regulations or code official interpretations do not allow the exceptions noted in the IBC, a seismic upgrade will likely be necessary. The Presidio Trust should further investigate the local requirements.
2. Consider preparing and painting the exterior wood siding and wood trim. Due to the age of the building, it is assumed that some of the existing paint will be lead-based. The removal and disposal of lead-based paint will make this a relatively costly item for what is essentially an aesthetic improvement. MCX believes the siding will remain sound, without painting, during the final 10 years of building use.
3. Consider installing a new zoned heating, ventilation, filtration, and humidity control system for the entire building. This will allow separate environmental controls at the curation storage area, the lab sorting area, the office area, and public areas.

5

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“ICAP Work Recommendations Report”, Building 230, 08/17/93 (copied from report on file at the Presidio Trust Library).

“Presidio Building Information Sheets, Volume I, 28 April 1992”, National Park Service (copied from report on file at the Presidio Trust Library).

“Work Authorization #31: Contract No. PT-RE-99004, HABS Level 2-5 Building Evaluation, SMWM Project Number 9901.31, Effective Date October 6, 2000” (copied from report on file at the Presidio Trust Library).

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“Special History Study, Presidio of San Francisco, An Outline of Its Evolution as a U.S. Army Post, 1847-1990”, Erwin N. Thompson and Sally B. Woodbridge, U.S. Department of the Interior, National Park Service, Denver Service Center, August 1992 (copied from report on file at the Presidio Trust Library).

“NAER Inventory”, Building 1287, U.S. Department of the Interior, Heritage Conservation and Recreation Service, August 1981 (copied from report on file at the Presidio Trust Library).

U.S. Department of the Interior

- 1991 36 CFR Part 79: Curation of Federally-Owned and Administered Archeological Collections. U.S. Department of the Interior, Washington, D.C.

Appendix 1

Archaeological Objects Evaluation Form

ARCHAEOLOGICAL OBJECTS EVALUATION FORM

Date _____ Researcher _____ Project _____ Installation _____ Repository _____ Collection Name _____	Collection Summary <input type="radio"/> or Box <input type="radio"/> Box _____ of _____ Number of Boxes _____
--	--

Storage Unit Information				
	Shelves	Filing Storage Cabinets	Other:	Floor (Circle if yes)
Movable	_____		_____	
Nonmovable	_____		_____	
Metal	_____	_____	_____	
Wood	_____	_____	_____	
Height	_____	_____	_____	
Depth	_____	_____	_____	
Width	_____	_____	_____	
Legal		_____	_____	
Letter		_____	_____	
Fireproof		_____	_____	
Key lock		_____	_____	
Pad lock		_____	_____	
Open	_____	_____	_____	
Other	_____	_____	_____	
Comments				

Additional Information
 Width of aisles: _____
 Distance between cabinets/shelving units: _____
 Number shelves/unit: _____
 Total number of shelving units: _____
 Number of drawers/unit: _____
 Total number filing cabinets: _____

Primary Container Label			
<i>Type</i>	<i>Medium</i>	<i>Legible</i>	<i>Consistent label information</i>
Adhesive _____	Marker _____	Yes <input type="radio"/>	Yes <input type="radio"/>
Direct _____	Pen _____	No <input type="radio"/>	No <input type="radio"/>
Other: _____	Pencil _____		
_____	Typed _____		
	Other: _____		
<i>Label Information (Write out label information below):</i> 			

PAGE 2

Primary Container Information*(When conducting a collection summary include total number of each container type.)*

	Acidic cardboard box (n=)	Archival box (n=)	Drawer (n=)	Other: _____
Damage				
Compression	_____	_____	_____	_____
Torn	_____	_____	_____	_____
Water	_____	_____	_____	_____
Insect/Rodent	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
Construction				
Glued	_____	_____	_____	_____
Folded	_____	_____	_____	_____
Stapled	_____	_____	_____	_____
Taped	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
Security				
Telescoping lid	_____	_____	_____	_____
Folded flaps	_____	_____	_____	_____
None	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
Dimensions				
Depth	_____	_____	_____	_____
Width	_____	_____	_____	_____
Height	_____	_____	_____	_____
Comments	<div style="border: 1px dashed black; padding: 5px; display: inline-block;"> Is the primary container overpacked? Yes <input type="radio"/> No <input type="radio"/> </div>			

Secondary Container Label

Type	Medium	Legible	Consistent label information
Adhesive _____	Marker _____	Yes <input type="radio"/>	Yes <input type="radio"/>
Direct _____	Pen _____	No <input type="radio"/>	No <input type="radio"/>
Other: _____	Pencil _____		
_____	Typed _____		
	Other: _____		

Label Information (Circle all that are present, add any extras):

site #	date	other: _____
provenience	catalog #	
site name	box/bag #	
project	investigator	

PAGE 3

Secondary Containers

Type	Plastic bags	Paper bags	Other: _____	Loose artifacts (Circle if yes)
Percentage	_____	_____	_____	
Thickness (ml)	_____			
Other: _____	_____			
Security				
Zip-lock	_____	_____	_____	
Twist-tie	_____	_____	_____	
Tape	_____	_____	_____	
Staples	_____	_____	_____	
Rubber bands	_____	_____	_____	
Other: _____	_____	_____	_____	
Damage				
Torn	_____	_____	_____	
Punctures	_____	_____	_____	
Insect/Rodent damage	_____	_____	_____	
Water	_____	_____	_____	
Other: _____	_____	_____	_____	

Comments

Are secondary containers
nested? Yes ☐
No ☐

Human Remains

(Complete Human Skeletal Remains Data Sheet(s) as needed)

Minimum number of individuals _____

Present condition: Excellent _____ Good _____ Poor _____ Fair _____

Preservation: Excellent _____ Good _____ Poor _____ Fair _____

Labeled? Yes ☐ No ☐

Label medium: Marker _____ Pen _____ Pencil _____ Typed _____

Label type: Adhesive _____ Direct _____ Other: _____

Secondary container type:
Paper Bags _____ Plastic Bags _____ Other _____


Comments

Human Skeletal Remains Data Sheet Completed?

Yes ☐ No ☐

sheets attached: _____

PAGE 4

Material Classes 			
	Prehistoric %	Historic %	Unknown %
Lithics	_____	_____	_____
Chipped stone _____			
Ground stone _____			
Fire cracked rock _____			
Noncultural rock _____			
Ceramics	_____	_____	_____
Whole vessels _____			
Fragments _____			
Fauna	_____	_____	_____
Whole _____			
Fragments _____			
Shell (unmodified)	_____	_____	_____
Whole _____			
Fragments _____			
Botanical	_____	_____	_____
Flotation	_____	_____	_____
Soil	_____	_____	_____
¹⁴C	_____	_____	_____
Human Skeletal	_____	_____	_____
Whole skeleton _____			
Fragments _____			
Worked Shell	_____	_____	_____
Worked Bone	_____	_____	_____
Brick/Masonry	_____	_____	_____
Metal	_____	_____	_____
Glass	_____	_____	_____
Textiles	_____	_____	_____
Other:	_____	_____	_____
<hr/>			
Comments			

Artifact Laboratory and Processing	
Cleaned _____ %	Labeled _____ %
Sorted? Yes <input type="radio"/> No <input type="radio"/>	Sorted by: _____
Label medium Marker _____ Pen _____ Pencil _____ Typed _____ Other: _____	
Label type Adhesive _____ Direct _____ Other: _____	
Consistent label information? Yes <input type="radio"/> No <input type="radio"/>	
Label Information (include example)	

Appendix 2

Architectural Questionnaire Form Used for the Presidio Assessment

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

B. Site Inspection

- [illegible]

C. Site Diagram (sketch bldg, roads, parking)

D. Utilities

1. Sewer: _____
2. Septic _____
3. Water by a. well: _____ b. City main: _____
4. Electric service: _____ 5. Underground: _____
6. Nat Gas? _____ 7. Propane? _____ 8. Other? _____
9. Comments: _____

(Excellent,Good,Fair,Poor) _____

E. Accessibility for ADA

1. Number of total parking spaces: _____
2. Accessible Parking Spaces: a. Auto Spaces: _____ b. Van spaces: _____
3. Parking signage? _____
4. Accessible path-of-travel to front entrance? _____ Distance? _____
5. Access via front entrance? _____ Ramps? _____
7. Adequate ADA signage? _____
8. Exiting devices for deaf/blind? _____
9. Elevator in compliance? (Braille, height of controls) _____
10. Comments: _____

(Excellent,Good,Fair,Poor) _____

F. Exterior Building Conditions

1. Are walls, windows, doors, roof maintained? _____
2. Wall material: _____
3. Door material: _____
4. Window type, material: _____
5. Roof fascia, and soffit type: _____
6. Type of roof: _____
7. Age of roof: _____
8. Gutters/downspouts: _____
10. Equipment of roof? _____ Type: _____

(Excellent,Good,Fair,Poor)_____

G. Architectural/Structural

1. General Condition: _____
2. Major use: _____
3. Bldg. area (total): _____ 4. Number occupants _____
5. Bldg Type (structure, IBC type): _____
6. Foundation type: _____
7. Floor Framing type: _____
8. Wall framing type: _____
9. Roof framing type: _____
10. Appearance of any foundation settlement? _____
11. Appearance of structural integrity (Defects?): _____
12. Appearance of structural condition: _____
13. Logical path of travel (artifacts): _____
14. Logical layout for people: _____
15. Separation of public/artifact space: _____
16. Ease of Bldg expansion: _____
17. S.F. curation storage(archaeological/ethnographic): _____
18. S.F. "empty storage": _____
19. Percent total bldg. area: _____
20. Ceiling height at storage: _____
21. Cu. ft. storage: _____
22. Ease of storage expansion: _____
23. Centralized storage, or dispersed to other sites? _____
24. Door types: _____
25. Window types: _____
26. Total number of windows at storage area: _____
27. Dust control at vestibules? _____
28. Other functions of bldg: _____
29. Amount of public usage (heavy,moderate,light): _____

31. General maintenance/condition of non-storage rooms: _____

32. Evidence of leaks (clgs,walls,floors,pipes):_____

33. Rough estimate of bldg cost per s.f.: _____ Rationale: _____

34. Seismic up-grade? _____ Date: _____ Describe: _____

35. Comments: _____

(Excellent, Good, Fair, Poor)

H. Environmental Concerns

1. Asbestos present? _____

2. Lead paint present? _____

3. Other hazardous materials?

4. Hazardous materials on site?

5. Disposal Problems?

6. Evidence of infestation by insects or rodents?

7. Are precautions taken against insects and rodents? _____

8. Comments:

(Excellent,Good,Fair,Poor): _____

J. H.V.A.C.

1. Type of system (storage areas): _____

2. Year Installed: _____

3. Type of system(non-storage areas): _____

4. Year installed: _____

5. Fuel used: _____

6. Filters used? _____ a. Changed? _____

7. Distribution of ducting adequate? _____

8. Temp. at storage areas: _____

9. Temp. at non-storage areas: _____

10. Rel Hum. at stor areas: _____

11. Rel Hum. at non-stor areas: _____

12. Venting for hoods at research areas?: _____

13. General cleanliness/maintenance of systems: _____

14. HVAC Comments: _____

(Excellent,Good,Fair,Poor) _____

K. Plumbing

1. Floor drains/backflow preventer at storage rooms? _____

2. Other areas? _____

3. Water quality (Filters/treatment): _____

4. Pipe insulation @ unheated areas? _____

5. Pipe maintenance/condition: _____

6. Evidence of leaks? _____

7. Comments: _____

(Excellent,Good,Fair,Poor) _____

L. Electrical Systems

1. Amount of power to bldg: _____

2. Cost per month (if available): _____

3. Grounding system (3-prong plug?): _____

4. Age of rehabs: _____

5. U.V. Filters at fluorescent. lighting at storage rooms? _____

6. Are lights turned off most of time at storage rooms? _____

7. Type of lamps used at storage rooms: _____

8. General condition of electrical systems/lighting: _____

9. Electrical Comments: _____

(Excellent,Good,Fair,Poor) _____

M. Site and Regulatory/Code Concerns

1. Ease of access to site location: _____
2. Close to major highway: _____
3. Adjacent site use: Residential: _____ Commercial: _____ Industrial: _____
Educational: _____ Other: _____
4. Property ownership: _____
5. Part of an Historic District? _____
6. Parking requirements: _____
7. Problems with parking expansion? _____
8. Any known planning requirements in general? _____
9. Landscaping/Open space requirements? _____
10. Sewer/water/other moratoria? _____
11. Trash/landfill requirements? _____
12. Water usage problems? _____
13. Hillside/view blockage problems? _____
14. Lot coverage/allowable area problems? _____
15. Special Fire Dept. requirements? _____
16. Other requirements? _____
17. Comments (by responsible agencies/contacts): _____

(Excellent, Good, Fair, Poor) _____

N. Fire Safety/Life Safety Systems

1. Number of exits: _____
2. Alarm system type (manual, automatic): _____
3. Wired to Fire Dept? _____
4. Smoke sensors?/Locations: _____
5. Heat sensors?/Locations: _____
6. Suppression system type (wet/dry mist): _____
7. Extinguishers: _____
8. Type/location: _____
9. Fire extinguishers last checked (date): _____
10. Sprinkler system last checked (date): _____
11. Non-combustible construction? _____ Required? _____
12. One-hour corridors? _____ Required? _____

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- This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(Excellent, Good, Fair, Poor) _____

1. Building: Open attic or closed? _____
2. Open return plenum or closed? _____
3. Hard/soft finish at exterior? _____
4. TV cameras? _____
5. Dead Bolts? _____
6. Key pads? _____
7. Lockable storage cabinets? _____
8. Motion detectors? _____
9. Intrusion alarms at most openings? _____
10. Alarms tied to central in-house location? _____
11. Alarms tied to police? _____

13. Comments: _____

13. Comments: _____

(Excellent, Good, Fair, Poor) _____